

## Editor's Checklist

### **Conventions**

- All sentences begin with a capital letter
- Proper nouns begin with a capital letter (names of people, places, companies, etc.)
- The pronoun, I, is always capitalized
- Sentences end with proper punctuation (. ! ?)
- Paragraphs are indented
- Use a dictionary to check difficult words
- Double check the spelling of common homophones ( ex: their, there, they're, etc.)
- All verbs are in the same tense (all in present, or all in past, or all in future, but not mixing it up)

### **Sentence Structure**

- Sentence length and structure is varied.
- Sentences start in a variety of ways.
- Transition words are used (at the beginning or end of paragraphs; in between new ideas)
- Sentences are complete thoughts and make sense.

### **Word choice**

- Juicy adjective
- Vivid verbs
- Lots of sensory detail (hear, smell, touch, taste, see)
- Some examples of figurative language are included

### **Last steps**

- Read your work in your head. Does it make sense?**
- Read your work out loud. Do you have run-on sentences? Did you need to take a breath but didn't have a comma or a period? Add any punctuation you may need.**