

COPS Editing Checklist



[Reprinted from *Think Write Book* by Ines Mevs]

Use the following checklist as a guide when you edit your writing. Also, use it when you are ready to proofread your final draft.

CAPITALIZATION

- _____ Start all sentences with a capital letter
- _____ Capitalize nouns that name specific people, places, and things (proper nouns)

ORGANIZATION

- _____ Sentences should be clear and complete (combine simple sentences without creating a run-on sentence)
- _____ Edit run-on sentences into 2 or more complete sentences
- _____ Check that you have included a variety of sentence structures (having different lengths, using various introductory clauses/endings, effective use of transition words)
- _____ Use powerful verbs, specific nouns, and colorful adjectives/adverbs

PUNCTUATION

- _____ Each sentence should end with an appropriate punctuation mark (. ! ?)
- _____ Use commas after introductory clauses and transition words
- _____ Use commas in a series (Larry, Moe, and Curly)
- _____ Use commas before connecting words (and, but, or) in compound sentences
- _____ Punctuate dialogue correctly (Mary said, "I did my homework!")

SPELLING

- _____ Did I check for spelling (use spell check)
- _____ Check for homonyms and make sure you used the correct form (too or to or two and your or you're)