

COPS Editing Checklist

Capitalization:

- _____ **First letter of a sentence**
- _____ **First letter of a proper noun**
 - people (Jason Martin)
 - places (Sumner)
 - holidays (Valentine's Day)
 - days (Monday)
 - months (February)

Overall Appearance:

- _____ **Legible**
 - Letters are carefully written
 - Letters are written on the lines
 - Space between words and sentences
- _____ **Neat overall appearance**

Punctuation:

- _____ **Punctuation at the end of each sentence**
 - . Period at end of a telling sentence
 - ? Question mark at end of asking sentence
 - ! Exclamation mark if sentence shows excitement

Spelling:

- _____ **Words spelled correctly**
 - If you think a word is misspelled, underline the word and try to correct the spelling
 - *Look and copy
 - *Say the sounds and write the letters
 - *Say the syllables and write the syllables
 - * Ask someone how to spell the word
 - * Look it up
 - * Try another word