

Editing

Editing and revising are not the same activity, nor do we do them at the same time. As you've seen, revision is big work. It often entails making our texts messier, in a sense. On the contrary, editing is about cleaning things up, putting on the finishing touches to make work ready for readers. This might include, then, proofreading to be sure that our punctuation, spelling, verb tenses or other grammatical conventions help readers understand what we want them to know. Note this doesn't necessarily mean the work is "perfect." In fact, it is important for the teacher to keep in mind that he or she should only hold students accountable for what has been taught. It would be unfair and unrealistic for the teacher to expect students to have correct noun/verb agreement in their writing, for example, if teachers haven't talked to the students about this previously.



Story Editing Checklist

Name _____

The title of my piece is: _____

	Personal check	Partner check	Teacher check
Capitalization			
Punctuation (periods, commas, exclamation points, question marks, etc.)			
Spelling (I have tried to use a dictionary, a book, a computer, asked myself "what looks right?")			
Sentences are complete			
Correct paragraphing (indented, only one topic sentence, supporting details)			
Story tense is consistent (doesn't switch between present and past tense)			
Story has only ONE focus			

I have edited this story to the best of my ability.

Author's Signature _____

Partner's Signature _____

Please note that the editing checklist your students use will only include items that you have taught them. Students should not be held accountable for all aspects of mechanics and grammar, and this checklist should be used only as an example of something you might use.