Self-Editing Checklist

GRAMMAR

- [ ] Subject-verb agreement
- [ ] No fragment and run-on sentences
- [ ] Pronoun-antecedent agreement
- [ ] Active voice prevails in the paper
- [ ] No exclamation marks
- [ ] Sentences have proper length

CAPITALIZATION

- [ ] Proper nouns start with capital letters
- [ ] All paper headings have correct capitalization
- [ ] Sentences begin with a capital letter
- [ ] Essay title capitalized following required format
- [ ] Articles & coordinating conjunctions begin with lowercase letters

FORMATTING

- [ ] Paper has separate introduction, body paragraph(s) & conclusion
- [ ] 1 paragraph = 1 idea
- [ ] Each paragraph is fully developed
- [ ] Quotes & paraphrasings are properly cited
- [ ] Direct quotes are in quotation marks
- [ ] Long quotes follow a block quote format

PUNCTUATION

- [ ] Commas are properly used to set off listed items
- [ ] Oxford comma is in place
- [ ] Every sentence ends with punctuation mark
- [ ] Colons & semicolons are correctly used
- [ ] In compound sentences, commas are before conjunctions

SPELLING

- [ ] Words highlighted by a spell check are reviewed and corrected
- [ ] Commonly mixed word pairs (there-their, its-it's) are spelled correctly

Basic Editing Checklist

Laurie G. Kirszner,Stephen R. Mandell

Basic Editing Checklist:

Story Crafting Arlene F. Marks,2014-03-04 The Literacy Made for All series is a classroom ready teacher friendly resource for English and Writing teachers of Grades 9 through 12 Organized buffet style it is designed to complement an existing English curriculum by providing a tested repertoire of strategies for teaching both writing skills and literary analysis techniques STORY CRAFTING focuses on the creation editing polishing and sharing of short stories and longer prose fiction Benefits and Features tested and proven effective at all learning levels from Remedial to Pre APprovides complete lesson plans including reproducible materials can be implemented as is or modified to suit individual teaching styles and or students needseach skill assignment or project begins by teaching the teacher giving an inexperienced teacher the knowledge to provide effective instruction first time out and the confidence to modify and experiment thereaftercomprised of reading writing literary criticism and language study componentsmoves students from writing effectively to reading analytically approaching text from the authoring point of view a proven highly successful methodologycan turn any English course into a Literacy courseextremely versatile and cost effectivecan deepen an existing English course or complete the framework for a new one STORY CRAFTING focuses on the creation production and sharing of a variety of nonfiction writing projects The textcan be implemented in the classroom alone or in tandem with the two other titles in the Literacy Made for All Series WORDSMITHING and ENJOYING LITERATURE Also of interest for classroom teachers is the Let Them Write Series CHARACTER DEVELOPMENT Classroom Ready Materials for Teaching Writing and Literary Analysis Skills in Grades 4 to 8 PLOT BUILDING Classroom Ready Materials for Teaching Writing and Literary Analysis Skills in Grades 4 to 8 SETTING AND DESCRIPTION Classroom Ready Materials for Teaching Writing and Literary Analysis Skills in Grades 4 to 8

Communication Skills for the Environmental Technician Intelecom,1999-07-12 Communication Skills for the Environmental technician This book provides environmental technology students with an enjoyable way to quickly master the basic communication skills needed by the environmental technician Like all the books in the critically acclaimed Preserving the Legacy series it follows a rapid learning modular format featuring learning objectives summaries chapter end reviews practice questions and skill building activities The only book available that specifically addresses the communication responsibilities of the environmental technician it offers a thorough review of corporate communication basics and covers the environmental documents commonly generated by technicians Communication Skills for the Environmental Technician features Advice on foundation reading and technical writing skills including mastery of outlining and grammar awareness Chapters on writing skills for business letters and memos technical documents such as contingency plans logbooks and field notes and completion and filing procedures for numerous reporting forms In depth coverage of oral communication skills both for formal presentations and informal conferencing Specifics of the job search creating portfolios writing resumes and cover letters and performing well in the interview setting With its comprehensive coverage and quick reference format

Communication Skills for the Environmental Technician is also a handy resource for any environmental technician needing a helpful refresher or useful working reference The HAZARDOUS MATERIALS TRAINING AND RESEARCH INSTITUTE HMTRI recognized by agencies including the EPA the National Science Foundation and the National Institute of Environmental Health Sciences was established in 1987 in Cedar Rapids Iowa with the intention of promoting worker protection and the maintenance of a clean and safe environment through education and training   **Teaching Early Writing and Reading Together** Connie Campbell Dierking,2007 The writing reading connection means more than having your students write under the influence of literature that they have read Noted author and educator Connie Campbell Dierking shows you how to develop a literacy connected classroom including using oral storytelling to scaffold primary reading and writing She supplies more than 50 mini lessons organized by their classroom function to help you explicitly teach foundational literacy skills during writer s workshop or whole class and small group reading instruction Dierking encourages you to make the most of the writing reading connection by thinking about some basic questions when you re crafting your literacy instruction How can I connect the conversations in reading and writing workshop What can I learn about the readers in my classroom through their writing What can my students learn about reading through writing How can I teach young writers to support their readers How can I teach readers how to use a writer s supports intentionally   **Awakening Brilliance in the Writer's Workshop** Lisa Morris,2013-10-02 Master teacher Lisa Morris invites you to share her secrets of success with writer s workshops After years of experimenting with the workshop model she has developed the most effective ways to apply it in the classroom yielding higher test scores and increased student engagement Through practical step by step instruction Morris demonstrates how to use writer s notebooks mentor texts the writing process and the 6 traits Specific topics include setting up the classroom for workshops creating a writing curriculum creating guidelines expectations and lessons for using notebooks helping students select ideas brainstorm and plan assigning writing partners and organizing sharing getting students to self reflect creating process and product portfolios finding resources for publishing holding effective writing conferences The book also offers an array of invaluable tools such as student writing samples mini lessons for each stage of the writing process lesson plans pacing guides for dividing your time during the workshop sample charts to help you stay organized suggested classroom guidelines and handouts a list of mentor texts organized by what you can use them to teach e g adjectives alliteration onomatopoeia beginnings endings strong verbs sensory details quotations on each stage of the writing process to motivate students   New Handbook of Basic Writing Skills Cora L. Robey,Sarah E. Kreps,Helen M. Maloney,1997 With its clear and simple language and abundance of exercises The New Handbook of Basic Writing Skills is specifically designed for use by developing writers and students of ESL   *Technical Document Basics for Engineering Technicians and Technologists* David W. Rigby,2001 Very friendly very practical and very industry oriented this manual identifies and explores the documentation standards and basic skills that are used to develop and produce technical

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