Name of Peer Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Essay Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the Essay you are editing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Use the editing checklist to help correct any mistakes made by the author. You should write in the margins and between the lines. You must write in a different color than the author. Please write neatly. You can highlight when necessary. If you need more space, use sticky notes to write comments and questions for the author.

If the author completed the task, give them a check mark.

If the author needs improvement, leave it blank and help fix their mistakes on the essay.

**Peer Editing Checklist**

|  |  |
| --- | --- |
|  | The first word of every sentence is capitalized |
|  | All proper nouns are capitalized |
|  | Each sentence ends with the correct period, exclamation mark, question mark |
|  | Commas are used correctly |
|  | Apostrophes are used correctly |
|  | Quotation marks are used correctly |
|  | Commonly confused words are spelled correctly(ex: your/you’re, its/it’s, their/there/they’re) |
|  | Each paragraph is indented |
|  | All sentences are complete thoughts, NONE are fragments or run-ons |
|  | Subjects and verbs agree in number(singular subject, singular verb; plural subject, plural verb) |
|  | The author uses the same tense throughout the story (past, present, future) |
|  | The author uses transitions  |
|  | The claim is clearly stated |
|  | Each paragraph has at least 4 sentences, not including quotations |
|  | Whenever a fact or quote is used, the author cites the source |
|  | Citations are done correctly (author’s last name, source number) |
|  | No personal pronouns are used (I, me, we…) |
|  | No filler/ bogus sentences are used (ex: Now you know why to exercise) |
|  | The author skipped lines |
|  | The author only wrote on the FRONT of the paper |
|  | The paper has a title |
|  | The author wrote neatly |
|  | What did you like about this essay? |

**Self-Editing**

**Checklist**

Essay Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the Essay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Use the editing checklist to help correct any mistakes you made. You should write in the margins and between the lines. You must write in a different color! Please write neatly. You can highlight when necessary If you completed the task, give yourself a check mark.

If the task needs improvement, leave it blank and fix your mistakes on the essay.

**Self - Editing Checklist**

|  |  |
| --- | --- |
|  | The first word of every sentence is capitalized |
|  | All proper nouns are capitalized |
|  | Each sentence ends with the correct period, exclamation mark, question mark |
|  | Commas are used correctly |
|  | Apostrophes are used correctly |
|  | Quotation marks are used correctly |
|  | Commonly confused words are spelled correctly(ex: your/you’re, its/it’s, their/there/they’re) |
|  | Each paragraph is indented |
|  | All sentences are complete thoughts, NONE are fragments or run-ons |
|  | Subjects and verbs agree in number(singular subject, singular verb; plural subject, plural verb) |
|  | I used the same tense throughout the story (past, present, future) |
|  | I used transitions  |
|  | The claim is clearly stated |
|  | Each paragraph has at least 4 sentences, not including quotations |
|  | Whenever a fact or quote is used, I cite the source |
|  | Citations are done correctly (author’s last name, source number) |
|  | No personal pronouns are used (I, me, we…) |
|  | No filler/ bogus sentences are used (ex: Now you know why to exercise) |
|  | I author skipped lines |
|  | I only wrote on the FRONT of the paper |
|  | My paper has a title |
|  | I wrote neatly |
|  | What do you plan to do to improve your essay? |