COPS Editing Checklist

CAPITALS

❑ Do my sentences begin with a capital letter?
❑ Do all proper nouns begin with a capital letter?
❑ Do all common nouns begin with a lower case letter?
❑ Do I use lower case letters when necessary?

ORGANIZATION

❑ Are all of the words in the correct order?
❑ When I read my sentence aloud, does it sound right?
❑ I have indented each paragraph.
❑ My work is neat and legible.

PUNCTUATION

❑ Do my sentences end correctly? ( . ! ?)
❑ When I pause, do I use the correct mark? ( , “ ” : ; )

SPELLING

❑ Are all of my words spelled correctly?