

Name: _____

COPS Editing Checklist

C APITALS

- ☐ 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?

O RGANIZATION

- ☐ 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.

P UNCTUATION

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

S PELLING

- ☐ Are all of my words spelled correctly?

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