

Name: _____

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?