COPS Revision 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?

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 priority words spelled correctly?
☐ Are all other words spelled correctly?