Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Editing using COPS**

**What does COPS stand for?**

* **C**apitalization
* **O**rganization
* **P**unctuation
* **S**pelling

**Capitalization**

* + the first letters of sentences
  + proper nouns (names, places, titles, etc.)
  + the letter “I” if it is alone
  + Do Not capiTAlize letters that shoulD noT BE Capitalized!

**Organization**

* Ask yourself if each sentence makes sense.

One bright day in the middle of night, Kevin had ran house.

What’s wrong with this sentence?

**Punctuation**

* Are commas and quotation marks used correctly in dialogue?
* Is there punctuation at the end of each sentence?
* Is it the correct punctuation?

**Spelling**

* Do words appear to be spelled correctly?
  + If not, check a dictionary!
* Have I used the correct “there, their, or they’re”?
* Have I used the correct “to, two, or too”?