

Name: _____

Editing using COPS

What does COPS stand for?

- Capitalization
- Organization
- Punctuation
- Spelling

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"?