

Name: _____

THINGS TO KNOW Editing Checklist (Step 13)

Before you begin this checklist:

- Print your draft BEFORE you start the list. This will be known as DRAFT 2.

Check	Task	Evidence
	Make sure all your titles are capitalized correctly (big titles AND subheadings). This means that the first letter of each word is capitalized (except for small words).	Circle any letter that SHOULD be capitalized and isn't in DRAFT 2.
	Check your paper for commas. 1. You need to be able to explain why each comma that you have is in your paper. If you can't, ask a friend or a teacher. 2. Make sure there are no comma splices... meaning you might need to add commas or semicolons.	Circle ALL commas in your paper. Add any commas (and circle them) if needed.
	Make sure spell check is on. (Tools>>Spelling on menu bar)	Make changes to your Google Doc (Draft 3).
	Review the "Sentence Structure" section of your rubric. Make sure you have changed the font color as it says. Remember, we changed 1 COMPLEX SENTENCE to 2 PREPOSITIONAL PHRASES.	Label each item from the rubric on DRAFT 2.
	Make sure your simple sentence is effectively placed, meaning it has a big impact.	
	Make sure one of your prepositional phrases is at the start of a sentence (and therefore, is punctuated correctly).	
	Check in with your LA teacher when you are done with Step 12.	Get teacher initials

After you complete this checklist:

- Make any necessary changes to your paper on Google Docs
- Staple THIS CHECKLIST to the TOP of DRAFT 2.
- Turn it in at the TURN IN SPOT.