

EDITING SKILLS LIST

Directions: Using a different color pen or pencil from the report you are editing, write *Edited by...* and your name at the top of your partner's report. These are the most common spelling, punctuation, and grammar mistakes made by high school students. Your job is not to correct them all for the student, but to notice and mark appropriately something you think is incorrect. The author's job will be to correct it.

- a) name, date, and draft number in the top right hand corner
- b) title on the first line
- c) capitalize the first letter of the first, last, and important words in the title
- d) DO NOT underline your own title
- e) DO NOT put quotation marks around your own title
- f) skip one line between the title and the beginning of your piece
- g) DO NOT skip lines between paragraphs
- h) indent at the beginning of each new paragraph
- i) spelling-circle words you think may be incorrectly spelled. It is the author's job to look them up and correct them.
- j) capitalize the first word in each sentence
- k) periods or question marks must be placed at the end of sentences
- l) to: preposition
too: also
two: the number
- m) there: a place or subject
their: belongs to someone
they're: they are
- n) should ~~of~~ = should have
could ~~of~~ = could have
would ~~of~~ = would have
- o) DO NOT write in all capitals
- p) check to make sure there are no run-on sentences – write a note next to sentences that may be run on sentences.
- q) When writing a list, place a colon. After the colon write the list separated by commas, (eg, the list: rags, sutures, cotton balls, and iodine.)