KIVA EDITING CHECKLIST

CAPITALIZATION Writer Peer

* beginning of sentences
* proper nouns (names, months, places…)
* important words in a title
* I

PUNCTUATION

|  |  |  |
| --- | --- | --- |
| * end marks for every sentence
 |   |   |
| * quotation marks around dialogue
 |   |   |
| * commas in a series
 |   |   |
| * commas with quotations
 |   |   |
| * separated city, state and country w commas
 |   |  |

SPELLING

|  |  |  |
| --- | --- | --- |
| * circle words unsure of
 |   |   |
| * check for correct there, their, they’re
 |  |  |
| check for correct to, too, two |   |   |
| * abbreviated ELA correctly
 |   |   |

WRITER

* used complete sentences
* followed number rules
* explained the story behind candidate
* did NOT center text
* Included data about the candidate’s country
* Includes a class heading

Read softly out loud, watching for errors. Don’t skim over errors.