**Editing Checklist**

Use the following checklist to ensure your work is thoroughly edited.

Paragraph Structure

* Did the author (your peer) indent the paragraph?
* Does the author have a clear S (statement) that is only one sentence long?
* Does the author have a clear Eg (example) that is 1-3 sentences long?
* Does the author have a clear E (explanation) that explains how the example relates to the topic, or proves their point? (1-3 sentences long)

Advanced Paragraph Writing (skip this if they not use the advanced method)

* Did the author introduce a second Eg (example) that is still on topic with the original statement? (1-3 sentences)
* Does the author have a clear Eg (explanation) that explains how this second example proves the original statement
* Are they still on topic?
* Repeat? (only if they used the Advanced Version #2)
* Are they still on topic?

Capitalization and Punctuation

* Do all sentences (statements) end with a period?
* Do all questions end with a question mark?
* Are commas used properly?
* Do all sentences start with a capital letter?
* Are all proper nouns capitalized (specific names of people or places or titles)?

Sentence Structure

* Are all sentences complete thoughts?
* If there are run on sentences, have they been identified for editing?
* Is there sentence variety? (length of sentences and different sentence beginnings)

Spelling & Word Choice

* Are all words spelled correctly?
* Are all words used properly?
* Can any more complex words be used instead of simple words? (use a thesaurus)