Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_

**Revising Checklist**

To explain a Central Idea as completely and effectively as possible, it is important to **revise** your writing. To **revise** non-fiction writing, you need to be sure to:

1. organize your writing to introduce and explain your Central Idea.

2. have enough explanation, specific details, and examples to express your understanding of the Central Idea.

Please use this Revising Checklist:

 Item Check When Complete

1. My writing begins with an interesting

lead and Central Idea statement. \_\_\_\_\_\_

2. Each of my paragraphs is about an

Answer to a Supporting Question. \_\_\_\_\_\_

3. Each one of my paragraphs **thoroughly**

explains the answer to a Supporting Question. \_\_\_\_\_\_

4. I included some specific examples, quotes, or

details in each of my paragraphs. \_\_\_\_\_\_

5. Each of my paragraphs is about a

**different** answer to a **different** Supporting Question. \_\_\_\_\_\_

6. The order of my writing makes sense. \_\_\_\_\_\_

**Editing Checklist**

**Editing** means to be sure that your sentences make sense to your readers- whether or not the writing is fiction or non-fiction. To do this, you need to check your *punctuation*, *capitalization*, and *spelling*. Remember- a sentence is just a complete thought that makes sense when read aloud.

 Item Check When Complete

1. My title is capitalized correctly. \_\_\_\_\_\_

2. Each of my sentences begins with a

capital letter. \_\_\_\_\_\_

3. Each one of my sentences has a subject

and a predicate. \_\_\_\_\_\_

4. Each of my sentences ends with appropriate

punctuation. \_\_\_\_\_\_

5. I asked an adult to check my spelling. \_\_\_\_\_\_

6. I asked someone to read my writing

to ensure it makes sense. \_\_\_\_\_\_