

EDITING SKILLS CHECK LIST

RUBRIC CONCERNS		STRENGTH				WEAKNESS					
PURPOSE		Essay 1	Essay 2	Essay 3	Essay 4	Essay 1	Essay 2	Essay 3	Essay 4	EXAMPLE (par. #, sent. #)	HELP LOCATION/RESOURCE
Introduction- Thesis stated or implied			x								
Body - Unity, Coherence, and Development			x								
Conclusion - Discussion brought to complete close			x								
CONTENT											
Topic Sentences			x								
Sufficient Examples/Explanations/Development			x								
Specific Details Provided (vs. too general/broad or circular reasoning used)			x								
CLARITY/SYNTAX											
8. Shift in person - unwarranted change in narrative voice (most problematic - second person references)*							x			Second Paragraph, Second Sentence	Resource Tense Shift
9. Shift in time - Use of incorrect verb forms–(i.e., sentence contains both present and past tense verb forms)			x								
11. Wrong Word - (i.e. countable terms = number) The number of students in the class.... NOT the amount of students in the class							x(word order)			First Paragraph, First Sentence	Online Thesaurus
1. Fused Sentence - two independent clauses joined without punctuation			x								
2. Comma Splice - Two independent clauses joined together with a comma			x								
3. Run-on - (fused sentences and comma splices are run-on sentences) in addition, two or more independent clauses incorrectly connected.			x								
4. Fragment - a dependent clause punctuated as a complete sentence. (Often times found as introductory elements–if, while, when, because, etc. or explanatory clauses at the end of a sentence–such as, thus, etc.)			x								
5. Garbled sentence - The reader cannot understand the sentence without having to work especially hard.			x								
6. Modifier Placement - dangling modifier, misplaced modifier, etc.			x								
7. Parallel structures			x								
CONVENTIONS											
10. Noun forms - possessives/plurals							x			First Paragraph, Third Sentence	Resource Tense Shift
12. Verb forms (endings)			x								
13. Subject/verb agreement			x								
14. Unclear pronoun reference			x								
15. Pronoun/antecedent (i.e., plural pronoun renaming a singular noun)*							x			Fourth Paragraph, Third Sentence	Writing Review Sessions
16. Punctuation (specific marks)							x			Second Paragraph, Second Sentence	Writing Review Sessions
17. Spelling							x			Fourth Paragraph, Second Sentence	Online Dictionary
18. Case/capitalization							x			Fourth Paragraph, Third Sentence	Writing Review Sessions

[illegible]