

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								What paragraph and sentence its in	A resource you can turn to that covers that error
Body - Unity, Coherence, and Development		x									
Conclusion - Discussion brought to complete close						x				In conclusion it should have insights or memorable remarks after summary of main points.	Writing Review Sessions
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									
9. Shift in time - Use of incorrect verb forms—(i.e., sentence contains both present and past tense verb forms)						x				Second paragraph, sixth sentence	Tense Shift
11. Wrong Word - (i.e. countable terms = number) The number of students in the class..... NOT the amount of students in the class						x				Second paragraph, seventh 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				Third paragraph, third sentence	Comma Splice
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				Intro paragraph, second sentence	Parallel Structures
CONVENTIONS											
10. Noun forms - possessives/plurals						x				Third paragraph, fourth sentence	Resource Tense Shift
12. Verb forms (endings)		x									
13. Subject/verb agreement						x				Conclusion Paragraph, first sentence	ResourceSubject verb agreement
14. Unclear pronoun reference		x									
15. Pronoun/antecedent (i.e., plural pronoun renaming a singular noun)*		x									
16. Punctuation (specific marks)						x				Second paragraph, fifth sentence	Writing Review sessions
17. Spelling						x				Introduction paragraph, first sentence misspelling high school as one word.	Online Dictionary
18. Case/capitalization						x				Third paragraph, second sentence	Writing Review Sessions

Table 1

[illegible]

[illegible]