



Editing Checklist

Writer: _____ Reviewer/Date: _____

✓ = Present ○ = Missing

Component	Supportive Questions	✓ or ○	Comments
Spelling	<i>Is every sound represented? Did I try various spelling options and select the one that looks right? Should I consult an outside resource?</i>		
Capitalization	<i>Did I apply the rules for capitalization (start of sentence, I, etc.)?</i>		
Punctuation	Ending: <i>Do my sentences end in the appropriate punctuation?</i>		
	Within sentences: <i>Did I use commas correctly? Did I use apostrophes correctly? Did I format quotations correctly?</i>		
Sentence Structure	<i>Does every sentence have a subject (who/what) and verb (do)? Did I use words and phrases to tell when, where, why, how?</i> Types of Sentence Structures Used: Simple: #____ Compound: #____ Complex: #____		
Connectives	<i>Does each connective effectively demonstrate the relationship between words, phrases, and clauses?</i> Connectives Used: #____		
Grammar	<i>Is my word order correct or are words missing? Did I check subject/verb agreement in each sentence?</i>		
Word Choice	<i>Did I substitute nouns with pronouns or synonyms to avoid repetition? Did I use adjectives and adverbs to describe? Did I use precise words to convey actions and emotions? Did I include words I've learned in my reading?</i>		

Goals: What could the writer's goals be for the current and future opinion editing?



Microstructure Rubric

Writer: _____ Reviewer/ Date: _____

	0 – Not Present	1 - Beginning	2 – Developing	3 - Secure	Notes*
Spelling	Includes 4 or more spelling errors of learned patterns or learned non-phonetic words	Includes 2-3 spelling errors of learned patterns or learned non-phonetic words	Includes 1 spelling error of a learned pattern or learned non-phonetic word	Includes no spelling errors	
Capitalization	Includes 4 or more capitalization errors	Includes 2-3 capitalization errors	Includes 1 capitalization error	Includes no capitalization errors	
Ending Punctuation	Includes 4 or more ending punctuation errors	Includes 2-3 ending punctuation errors	Includes 1 ending punctuation error	Includes no punctuation errors	
Punctuation within Sentence <i>Score as N/A if not applicable to student's sentences.</i>	Includes 4 or more within sentence punctuation errors	Includes 2-3 within sentence punctuation errors	Includes 1 within sentence punctuation error	Includes no within sentence punctuation errors	
Sentence Structure <i>Elaboration can be determined by use of words or phrases to tell when, where, why, and how.</i>	Includes sentence fragments and run-ons	Includes all simple sentences; some elaboration	Includes 1-2 compound or complex sentences in addition to elaborated simple sentences present	Includes 3 or more compound and/or complex sentences with elaboration	
Connectives <i>Additive, Temporal, Causal, Contrast</i>	Includes no connectives	Includes connectives, but fails to demonstrate the intended relationship between words, phrases, and clauses	Includes 1-2 connectives and appropriately demonstrates the relationship between words, phrases, and clauses	Includes 3 or more connectives and appropriately demonstrates the relationship between words, phrases, and clauses	

MICROSTRUCTURE RUBRIC

Grammar (Word Level) <i>Word Order Errors or Omissions, Subject/Verb Agreement, Number Agreement</i>	Includes 5 or more grammatical errors	Includes 3-4 grammatical errors	Includes 1-2 grammatical errors	Includes no grammatical errors	
Word Choice <i>Precise Use of Verbs, Adverbs, Adjectives, Nouns/ Pronouns, and Content-Specific Language</i>	Does not use precise, descriptive, or content-specific vocabulary words or language is overly repetitive	Uses 1 precise, descriptive, or content-specific vocabulary word	Uses 2-4 precise, descriptive, or content-specific vocabulary words	Uses 5 or more precise, descriptive, or content-specific vocabulary words	

*In the “notes” column, indicate true errors, dialect variants, second language influences, and other important notations.