***Personal Narrative Revision/Editing Checklist***

 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reread your writing carefully. Put a check in each box under **Author** as you complete each item. Once all the boxes are checked, give this checklist to the teacher for the final edit.

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| **Revise and edit for the following:** | **Author** | **Teacher** |
| 1. **Meaning and Clarity.** Ask yourself,

“Does my writing make sense and is it clear?”“Did I elaborate by writing more about each idea?” Rewrite parts that need revision.  |  |  |
| 1. **Effective use of words, phrases, clauses, and paragraphs.**

“Did I include concrete words and phrases?”“Did I include sensory details?”“Did I include the internal story?”“Did I include transitional words, phrases, and clauses?”“Did I include a flashback or flash forward?” “Did I indent each paragraph?”Rewrite parts that need revision. |  |  |
| 1. **Grammar.**

Check all verbs to make sure that your tenses are aligned.Make corrections if necessary.   |  |  |
| 1. **Capitalization.**

Use capitals at the beginning of each sentence and for every name. Make corrections if necessary.   |  |  |
| 1. **Punctuation.**

Use periods, exclamation points, question marks, and quotation marks correctly. Make corrections if necessary.  |  |  |
| 1. **Spelling.**

Refer to a list of grade-appropriate words. Make corrections if necessary.   |  |  |