***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. |  |  |