**Use this checklist to edit**

**your work for mechanical errors.**

**Does every sentence have an end punctuation mark?**

Periods for telling sentences \_\_\_\_\_

Question marks for asking questions \_\_\_\_\_

Exclamation marks for sentences

that show strong emotion \_\_\_\_\_

**Are periods used for abbreviations?** \_\_\_\_\_

**Are commas used correctly \_\_\_\_\_**

for lists \_\_\_\_\_

for dates \_\_\_\_\_

to separate phrases \_\_\_\_\_

between city and province \_\_\_\_\_

after direct address \_\_\_\_\_

**Are semicolons used correctly? \_\_\_\_\_**

to join independent clauses in a

sentence \_\_\_\_\_

**Are colons used correctly?**

To set off a list \_\_\_\_\_

For time \_\_\_\_\_

**Are quotations marks used correctly for**

**conversation? \_\_\_\_\_**

**Are subject and verb in agreement? \_\_\_\_\_**

**Are proper nouns and beginning of**

**sentences capitalized? \_\_\_\_\_**

**Is the spelling correct? \_\_\_\_\_**

**Are apostrophes used correctly**

For possessive nouns? \_\_\_\_\_

For contractions? \_\_\_\_\_