COPS Editing Checklist

Capitalization:
- _____ First letter of a sentence
- _____ First letter of a proper noun
  - people (Jason Martin)
  - places (Sumner)
  - holidays (Valentine’s Day)
  - days (Monday)
  - months (February)

Overall Appearance:
- _____ Legible
  - Letters are carefully written
  - Letters are written on the lines
  - Space between words and sentences
- _____ Neat overall appearance

Punctuation:
- _____ Punctuation at the end of each sentence
  - Period at end of a telling sentence
  - ? Question mark at end of asking sentence
  - ! Exclamation mark if sentence shows excitement

Spelling:
- _____ Words spelled correctly
  - If you think a word is misspelled, underline the word and try to correct the spelling
    * Look and copy
    * Say the sounds and write the letters
    * Say the syllables and write the syllables
    * Ask someone how to spell the word
    * Look it up
    * Try another word