

Grade 7 Literacy  
Week of December 14 – December 18

Lesson 3: Editing



Once you've gone through and made all necessary revisions, begin editing your product user manual and advertisement.



Editing is where you make sure everything reads smoothly.

Check that you have done each of these things:

**Parts of Speech:**

- Did I use a consistent verb tense (e.g. past or present) throughout my writing?
- Do my singular subjects have singular verbs and my plural subjects have plural verbs?
- Did I use the best words in my writing?

**Sentences**

- Do all my sentences express complete thought?
- Have I eliminated run-on sentences from my writing?
- Have I eliminated short, choppy sentences from my writing?
- Have I eliminated long, rambling sentences from my writing?
- Did I use a variety of words and phrases to start my sentences?
- Have I eliminated words that don't add meaning to my sentences?

**After you have edited your product user manual, read it aloud at least once. Let your ear tell you what sounds awkward or ungrammatical.**

- I have read my user manual aloud at least once.

### **Proofreading**

Once you are satisfied with your editing, it's time to proofread your writing. Proofreading deals with the more mechanical aspects of your writing. Check your writing for these points.

#### **Title**

- Have I included a title?

#### **Punctuation**

- Did I include a punctuation mark at the end of each sentence?
- Did I use commas to separate items in a series?
- Did I use commas before conjunctions (e.g., and, or, but) in compound sentences?
- Did I correctly punctuate the dialogue in my writing?
- Did I use apostrophes to show possession or missing letters (not plural)?

#### **Capitalization**

- Did I begin each sentence and direct quotation with a capital letter?
- Did I capitalize nouns that name specific people, places, and things?

#### **Spelling**

- Have I double-checked the spelling of the names of people and places?
- Did I use the correct word form for words that sound alike but have different spellings and meanings (e.g., their, they're, there; too, to, two)?
- Did I use the spell-check function on my computer?

#### **Paragraphing**

- Have I indented each new paragraph or double-spaced it from the previous paragraph?
- If there is dialogue, have I started a new paragraph each time the speaker changes?

**Sometimes it can be difficult to spot mistakes in your own work, so you could ask a friend or family member to proofread it as well.**