

Y5/6 editing check-list

Read your writing aloud and listen as though you were the reader.

- Does my writing make sense, say what I want it to say and fit the audience and purpose? (Any missing words? Can my reader follow the text/ understand what I mean? What effect does my writing have on the reader? e.g. make them feel scared, informed, persuaded, entertained...etc. Have I thought about the tense?)
- Have I got capital letters to start a sentence and for proper nouns and the pronoun I? (No capital letters in the middle of words and sentences.)
- Have I started sentences in different ways and avoided overuse of certain words?
- Have I organised my writing into paragraphs?
- Have I used a wide range of devices to build cohesion in the text and links between paragraphs?
- Have I squashed sentences together that need to be separated with a full-stop,?, ! or joined with a conjunction? Have I used a comma where I really need a full-stop? Or do I need to add words to a clause or phrase to make it a full sentence?)
- If I have speech, have I punctuated it, not only with "", but also punctuation around it?
- Am I missing any ? or apostrophes for contraction and possession?
- Have I used the comma accurately?
- Have I used a range of punctuation, as fits the writing best?
- Can I spot any spelling errors I have made? E.g. there, they're and their. Check against the common exception word list , Y3/4 word list, Y5/6 word list and/or use a dictionary
- Have I got legible, fluent handwriting (If not, can I re-write a sentence concentrating on improving my handwriting?)