

Student Editing Checklist

Persuasive Writing

Check for each item in your writing after you have completed your final draft and turn in along with your final draft.

Capitalization & Punctuation:

- _____ Each sentence begins with a capital letter and ends with the appropriate punctuation.
- _____ Names of people and places are capitalized.
- _____ I used commas where needed (i.e. dates, lists, transitions).

General:

- _____ My letter has the appropriate heading with an address & the date and it is on the right side of the paper at the top.
- _____ My letter has a greeting that starts with Dear and ends with a comma, is on the left side of the paper, and is not indented.
- _____ My letter follows the Bing, Bang, Bongo format (my 3 reasons are listed in my intro and conclusion and are in the same order in my body 1, 2, and 3 paragraphs).
- _____ I made sure my sentences began differently.
- _____ I used transitions to start all three of my body paragraphs.
- _____ My opinion statement is located in my introduction.
- _____ I used descriptive language (describing words) in my writing to make it more interesting.
- _____ I used at least three solid supporting examples/reasons for each of my three reasons.
- _____ I aired an opposing point of view against at least one of my three reasons.
- _____ I refuted the opposing point of view to strengthen my position.
- _____ I used a circular conclusion.
- _____ I indented my five body paragraphs.
- _____ My closing starts with a capital letter, ends with a comma, and is on the right side of my lined up under my heading.
- _____ I signed my letter in cursive writing.
- _____ If I chose to write a post script (P.S.) it is located under my signature, on the left side of the paper lined up under my greeting, and is a complete sentence.

Name: _____