CUPS Revise/Edit Checklist

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Story/Essay Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Draft #:\_\_\_\_\_\_\_\_\_\_\_

**Did you read the prompt *until* you fully understood it *before* you started this essay or story? [ ] yes [ ] no \*\*Did you brainstorm this essay? [ ] yes [ ] no**

**Did you finish your outline for this essay? [ ] yes [ ] no *(If not you must start over)***

# Read your piece carefully. Place an X in the box AFTER correcting any errors.

# Capitalization-use a green colored pencil/pen/crayon

* I capitalized the first word in every sentence and ***words aren’t spaced too far apart.***
* I capitalized the names of specific people, places, or things (proper nouns).

## Understanding-use a purple colored pencil/pen or crayon

* I ***re-read*** my story or essay to myself and it ***makes sense*** and ***my handwriting is perfect.***
* I used **details** that tell about my **topic** and ***sentences start with different words***.
* My story or essay has a **beginning**, **middle**, **ending**, ***and one main idea sentence.***
* I marked a purple X where I **indented** the first sentence in each paragraph.

# Punctuation-use a red colored pencil/pen or crayon

* I ended each sentence with the correct punctuation mark ( **. ? !** ).

### Spelling-use a blue colored pencil/pen or crayon

* I **circled** all of the words I wasn’t sure how to spell and ***I used editing marks and not my eraser***.
* I used a dictionary to correct all of the misspelled words I could find.

**\*Editing marks sheet** is on the back of this sheet. Do your best work always!!!

Conference

* I peer conferenced with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **revised** my work.
* I met with Mr. Brown or my parent for a final conference.
  + Mr. Brown/Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_