

Personal Narrative Revision/Editing Checklist

Name _____ Date _____

Title _____

Reread your writing carefully. Put a check in each box under **Author** as you complete each item. Once all the boxes are checked, give this checklist to the teacher for the final edit.

Revise and edit for the following:	Author	Teacher
<p>1. Clarity and Meaning. Ask yourself, "Will this make sense to a stranger?" "Did I include the internal story?" "Did I write more than one sentence about each idea?" "Did I include a flashback or flash forward?" Rewrite parts that need revision.</p>		
<p>2. Effective use of words, phrases, clauses, and paragraphs. "Did I include concrete words, phrases, and clauses?" "Did I include sensory details?" "Did I include transitional words and phrases?" "Did I indent each paragraph?" Rewrite parts that need revision.</p>		
<p>3. Grammar. Check all verbs to make sure that your tenses are aligned. Make corrections if necessary.</p>		
<p>4. Capitalization. Use capitals at the beginning of each sentence and for every name. Make corrections if necessary.</p>		
<p>5. Punctuation. Use periods, exclamation points, question marks, and quotation marks correctly. Make corrections if necessary.</p>		
<p>6. Spelling. Refer to a list of grade-appropriate words. Make corrections if necessary.</p>		