

Name: _____



~Personal Editing Rubric~

Focus On: Improving my writing

After you finish your first draft, read over what you have written. Use this page to guide you so you can remember the different elements of your writing that you should be checking.

1. All of my sentences begin with capital letters and end with an appropriate punctuation mark.
2. All of my sentences are complete sentences (no fragments or run-ons).
3. All of my sentences are arranged in an order that makes sense to form well-organized paragraphs. (I have clear topic sentences and supporting detail sentences.)
4. Each of my paragraphs addresses only one topic.
5. I capitalized the names of people, places, titles, and specific things.
6. I used a dictionary or other reference to check my spelling.
7. I used commas to separate words and phrases correctly.
8. I used apostrophes correctly to form contractions or show possession.
9. I used quotation marks around the direct words of speakers, or around direct quotes used as evidence.
10. I used a thesaurus or other reference to replace over-used words with words that add more interest to my writing.