

EDITING CHECKLIST

As you begin your editing ask yourself the following questions:

I. MAJOR SENTENCE ERRORS

- A. Are there any *Sentence Fragments*?
 - 1. Is there both a subject and a verb?
 - 2. Remember that "ing" forms of verbs cannot function as the predicate (verb) of the sentence.
- B. Are there any *Comma Splices*?
 - 1. Remember that you cannot join two complete sentences with a comma.
 - 2. Try either a comma plus a conjunction or a semi-colon.
- C. Are there any *Fused Sentences*?
 - 1. Remember that you cannot "fuse" or run together two complete sentences.
 - 2. Try a comma plus a conjunction; a semi-colon; a period.

II. SPELLING

Check any word that you are even remotely unsure of, especially any/ery; ible/able;

ance/ence endings.

III. AGREEMENT ERRORS

- A. Does your subject agree with your verb?
 - 1. singular nouns take singular verbs
 - 2. plural nouns take plural verbs
 - 3. Remember that in the present tense, 3rd person singular verbs end in "s."
- B. Remember to check compound predicates--two verbs referring to one subject--both verbs must agree with the subject.

IV. PRONOUN ERRORS

- A. Does every pronoun have an *antecedent*?
 - 1. the pronoun must refer directly to a noun
 - 2. That reference should be immediately clear to the reader.
- B. Does your pronoun agree in number and gender with its antecedent?
 - 1. Masculine pronouns refer to masculine nouns; feminine pronouns refer to feminine nouns; neutral pronouns refer to neutral nouns.
 - 2. Singular pronouns must refer to singular nouns; plural pronouns to plural nouns.