

Name _____ Date _____

Four-Color Editing Checklist

Directions: Check off each line as you use your four-color pen to complete the Editing Checklist.

Black

Black is the color for indented paragraphs and dialogue.

- _____ All my paragraphs are indented correctly.
- _____ I have quotation marks around all my dialogue.
- _____ All my dialogue sentences are correctly punctuated.

Red

Red is the color for run-on sentences and other punctuation.

- _____ I found and corrected all my run-on sentences.

I used commas every time I had:

- _____ Three or more items in a series
- _____ Cities and states (e.g., Santa Monica, California)
- _____ 2 sentences combined into one (e.g., I walked home, and I ate dinner.)
- _____ Numbers greater than 999 (e.g., 23,456)

Blue

Blue is the color for capitals.

I used a capital letter:

- _____ At the beginning of each sentence
- _____ For all names of people, places, and events
- _____ For the letter I
- _____ For days of the week and months of the year
- _____ For holidays and special events

Green

Green is the color for spelling.

- _____ I circled all the words I wasn't 100% about
- _____ I used a dictionary to correct all misspelled words.