





PLANNING SHEET

TITLE:	
INTRODUCTION	
MAN BODY	
MAIN BODY	
CONCLUSION	



EDITING CHECKLISTS SHEET

PEER-EVALUATION EDITING CHECKLIST	YES	NO
Did I write an introduction, a body and a conclusion?		
Did I write a topic sentence for each paragraph?		
Did I use correct punctuation?		
Did I avoid repeating the same words over and over again?		
Did I use the right vocabulary to describe my topic?		
Did I punctuate the end of each sentence correctly?		
Did I spell all words correctly?		
Did I capitalize the first word of every sentence?		
Did I use the correct word order?		
Did I use the correct verb forms and tenses?		

FINAL SELF-EVALUATION EDITING CHECKLIST (put a tick √ or a cross X)	
We read our article to the partners of my group to see where to STOP	
- for periods .	
- question marks ?	
- exclamation marks !	
We used capital letters at the beginning of each sentence.	
We have an interesting beginning sentence.	
We tried to say things in different and surprising	
ways to keep the reader interested.	
We used the correct word order.	
We used the correct grammar.	
We put the information in an order that makes sense.	
We ended the paragraph with a summary statement.	
We avoided repeating the same words over and over again	
We included an introduction, a body and a conclusion	
We spelled all words correctly.	
We tried to give our readers the information they need.	
Our handwriting is good.	