Editing and Proofreading

1. Sentence structure:
    a. write clear and complete sentences.
    b. sentences start with different words.
    c. sentences are different lengths.

2. Punctuation:
    a. sentences have end punctuation. (? ! .)
    b. apostrophes are used to show possession. (Mary's, Dad's, etc.)
    c. apostrophes are used with contractions. (don't, won't, I'll, etc.)
    d. commas are used in words series. (Mary, Bill and Tom. cat, dog, bird and fish)
    e. quotation marks are used to show conversation/dialogue. (Bill asked "Can I go to the store with you?")

3. Capitalization:
    a. start sentences. (The cat is big.)
    b. titles of movies, books, magazines and songs. (Stars Wars, The War with Grandpa, The Star-Spangles Banner, etc.)
    c. titles of people. (Mayor, President, etc.)
    d. abbreviations. (Dr. Mrs. St., etc.)
    e. organizations. (Red Cross, Boy Scouts of America, etc.)
    f. historical names. (World War II, the Declaration of Independence, etc.)
    g. geographic names. (Europe, Connecticut, Empire State Building, Atlantic Ocean, etc.)
    h. languages, religions, nationalities and races. (Spanish, Christianity, African, American, etc.)

4. Grammar:
    a. specific nouns. (not car say minivan, not fruit say kiwi, not candy say chocolate, etc.)
    b. powerful action verbs. (chatted, blasted, screamed, etc.)
    c. strong colorful adjectives. (delicious, spicy, etc.)
    d. pronouns used correctly. (he, she, they, etc.)

5. Spelling:
    a. correct word form. (to, too, two or hear, here, etc.)
    b. computer spell check does not always correct every misspelled or misused word.