

Grammar Editing Checklist

Subject-verb agreement

- ☐ Verbs and subjects agree in number

Pronoun agreement

- ☐ Pronoun references agree in number
- ☐ Pronoun references agree in gender

Verb tense consistency

- ☐ Consistent throughout the text

→ The text is written in the....

- ☐ past
- ☐ present
- ☐ future

Punctuation

- ☐ End punctuation is appropriate (. ! ?)
- ☐ Missing commas and quotation marks are added (, “ ... ”)
- ☐ Unnecessary commas and quotation marks are removed (, “ ... ”)
- ☐ Use of colons and semicolons have been double-checked (: ;)

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Capitalization

- ☐ Every sentence begins with a capital letter
- ☐ Proper nouns are capitalized
- ☐ Every use of the pronoun I is capitalized
- ☐ Title capitalization was double-checked

Spelling

→ Check for

- ☐ Missing & extra letters
- ☐ Plural endings
- ☐ Verb forms
- ☐ Silent letters
- ☐ Double consonants
- ☐ Irregular spellings

