

Grade 4, Editing Expectations

***Reread!** (5–6 times)

Spelling

1. Circle most misspelled words.
2. Correct the spelling of most of these.
 - Look at the word carefully to see if you already know it.
 - Look for it on a sign or book cover in the room.
 - Ask a friend.
 - **Try writing it another way!**
Put a check above the letters you know are correct.
Make two attempts to spell the word correctly.
 - Use a dictionary (only if you already know the first three letters of the word).
3. Spell out numbers (one, thirty, twenty-five).

Punctuation

1. End every sentence with correct punctuation (., !, ?).
2. Use quotation marks when someone is talking.
3. Use commas when you list more than two things (*cat, dog, and iguana*).

Organization

1. Make sure sentences make sense (sound right and go together).
2. REREAD!
3. Cross out words that don't belong or are boring, and add better words.
4. Indent first paragraph.
5. Use proper format for things like friendly letters.

Capitalization

1. Start each sentence with a capital letter.
2. **I** is always capitalized.
3. Specific names and places are capitalized (Rio Grande School).
4. No capitals in the middle of sentences for words that are not proper nouns (names and places).
5. Important words in a title are capitalized.
6. Use capital letter to begin dialogue.

Legibility

1. Make sure reader can read it.
2. Use your best handwriting.
3. Make sure there is space between your words.
4. All letters are formed correctly and are the right height.
5. Slow down!

***REREAD**