

An editing checklist

At first this checklist may seem overwhelming, but as your instructor responds to your writing and as you become familiar with the rules in this handbook, you'll begin to see which problems, if any, tend to cause you trouble. You can then devise a personal checklist of errors to look for as you edit. (The numbers in the chart refer to sections in the handbook.)

GRAMMAR

- Sentence fragments
- Run-on sentences
- Subject-verb agreement
- Pronoun-antecedent agreement
- Pronoun reference
- Case of nouns and pronouns
- Case of *who* and *whom*
- Adjectives and adverbs
- Standard English verb forms
- Verb tense, mood, and voice
- ESL problems

PUNCTUATION

The comma and unnecessary commas	Quotation marks
The semicolon	End punctuation
The colon	Other punctuation marks
The apostrophe	

MECHANICS

- Abbreviations and numbers
- Italics (underlining)
- Spelling and the hyphen
- Capital letters