



SHAPE UP YOUR STORIES WITH PATRICIA CHARPENTIER EDITING CHECKLIST

Content Editing

1. ____ Is the conflict or central issue clear in my story?
2. ____ Does my title attract the reader's interest?
3. ____ Does my opening hook the reader and entice him/her to read more?
4. ____ Does the middle contain what's needed to inform, engage, and bring my story to a close?
5. ____ Does my ending answer outstanding questions and provide the reader with a satisfactory close?
6. ____ Will my ending produce the desired feeling in the reader?
7. ____ Did I check all verifiable facts?

Style, Grammar, Punctuation

1. ____ Did I use only one space after the ending punctuation mark of each sentence?
2. ____ Did I replace general words with specific ones?
3. ____ Did I use action verbs as much as possible, e.g., run, jump, yell, sing, etc.?
4. ____ Did I appeal to my other senses in addition to sight wherever possible?
5. ____ Did I avoid repeating the same word in the same or nearby sentences?
6. ____ Did I use words for all numbers less than or equal to 100 and numerals for all numbers greater than or equal to 101?
7. ____ Have I used a paper copy for my final edit?



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8. ____ If using text-to-speech programs to proofread, have I listened to my text and made desired corrections?
9. ____ Have I run both grammar and spell checkers on my piece?
10. ____ Have I scrolled through my story and looked for all notifications of possible grammar, spelling, and/or punctuation mistakes?

My personal edits

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