A black background with a black square

Description automatically generated with medium confidencePeer Editing Checklist

**Checklist**



**What to do:** Review the checklist, guidelines, and expectations for use with students. Establish a culture where appropriate feedback is a gift to help us improve. (For younger students, an adult or older student may need to read the questions aloud for the peer editor.)

**Why it matters:** Students need to learn to think critically to evaluate their own writing as well as the writing of others. Using a predetermined system helps students identify the necessary conventions required to achieve quality writing.

# For Grades K-3

Writer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Editor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Read your partner’s writing. Then read each question. Circle the smile if the answer is yes or the frown if the answer is no.

Does each sentence begin with a capital letter? A yellow smiley face with black outline and pink cheeks

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Description automatically generated

Are all sentences complete sentences? A yellow smiley face with black outline and pink cheeks

Description automatically generated A black and white face with a sad expression

Description automatically generated

Does each sentence end with a punctuation mark? A yellow smiley face with black outline and pink cheeks

Description automatically generated A black and white face with a sad expression

Description automatically generated

Are the words spelled correctly? A yellow smiley face with black outline and pink cheeks

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Description automatically generated

Is the handwriting neat and easy to read? A yellow smiley face with black outline and pink cheeks

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Are all paragraphs indented? A yellow smiley face with black outline and pink cheeks

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Description automatically generated

Are all proper nouns (names) capitalized? A yellow smiley face with black outline and pink cheeks

Description automatically generated A black and white face with a sad expression

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# For Grades 4-12

Writer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Editor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** As you edit your partner’s writing, use this list to guide what you look for. Mark your edits on your partner’s paper using a colored pen and the symbols in the list. Check the “Reviewed” column when you finish with each element, then move on to the next.

| **Reviewed** | **Symbol** | **Description** |
| --- | --- | --- |
|  | inc. | Incomplete or fragmented sentence |
|  | r-o | Run-on sentence |
|  | ¶ | Begin a new paragraph |
|  | ≡ | Make this letter a capital letter (use three underlines) |
|  | / | Make this letter a lowercase letter |
|  |  | Spelling error (add correct spelling to spelling list) |
|  |  | End punctuation is missing |
|  | → | Indent |
|  | ← | Left align |
|  | ˄ | Insert missing word or punctuation |
|  | ˅ | Insert missing apostrophe (’) or quotation marks (“ ”) |
|  | **Proofreading marks.** | Switch order of word or group of words |
|  | **Proofreading marks.** | Delete a word or group of words |
|  | **Proofreading marks.** | Join words together |
|  | WC | Word choice |
|  | ? [ ] | Section is confusing — clarify or reword |
|  | © | Copyright — site the source |

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