



# Editing Checklist

Working Towards the Expected Standard		
Paragraphs		<i>Change paragraphs for different times/places</i>
Synonyms/pronouns/adverbials for cohesion		<i>She / they / her</i> <i>To begin with, she didn't panic, she just watched.</i> <i>Beyond the horizon</i> <i>Terrorstricken / frightened / heart pounding</i>
Verbs make sense		<i>Watching, I was trapped NOT Watching I were trapped</i>
Use co-ordinating and subordinating conjunctions		<i>Co-ordinating Conjunctions: FANBOYS &amp; for and nor but or yet so</i> <i>The sky dark and calm, inked with stars, for the night had drawn in.</i>  <i>Subordinating Conjunctions: When/If</i> <i>When she was relaxed and ready for sleep, there it was k knock, knock k</i>
Use mostly correctly	Capital letters	
	Full stops	
	Question marks	<i>Could she survive the unknown?</i>
	Commas in a list	<i>Relaxing into the calm evening, she was alerted to the noise again; her heartpounded, her mouth went dry and she fell back violently into the safety of the boat</i>
	Apostrophes for contractions	<i>Couldn't wouldn't she'd</i>
Spell most words correctly (Year 3 and 4)		<i>Pressure, remember</i>
Spell some words correctly (Year 5 and 6)		<i>Determined, desperate, sacrifice</i>
Produce legible, joined handwriting		
Working at the Expected Standard		
create atmosphere, and integrate dialogue to convey character and advance the action.		<i>Aurora borealis rippled across the sky, calming the darkness</i> <i>"I could lie here forever, lost in my reverie" she thought lazily</i>
select vocabulary and grammatical structures that reflect the level of formality required mostly correctly		<i>A sudden but gentle knocking brought her to her senses, no longer calm, no longer lost in thought &amp; desperation flooded her body.</i>



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use a range of cohesive devices, including adverbials, within and across sentences and paragraphs, conjunctions, pronouns and synonyms	<i>And - also, in addition to, also</i> <i>Because - due to/the fact</i> <i>So - Consequently, as a result, therefore</i> <i>But - however, although, nevertheless, despite the fact</i> <i>Time -simultaneously, concurrently, prior to, later, afterwards, several hours later</i>
Use passive and modal verbs mostly appropriately	<i>She couldn't understand where the knocks were coming from. Where the knocks being made by a deadly creature or her imagination?</i>
use a wide range of clause structures, sometimes varying their position within the sentence	<i>A sudden but gentle knocking brought her to her senses, no longer calm, no longer lost in thought &amp; desperation flooded her body. Heart pounding she rose to her feet; prodding the murky lakes surface, she tripped and lost her only hope of getting back to shore, her oar.</i>
use adverbs, preposition phrases and expanded noun phrases effectively to add detail, qualification and precision	<i>Cautiously, anxiously, frantically</i> <i>Under the night sky's canvas, her fate awaited.</i> <i>The aquamarine sheets, danced across the horizon, cradling her thoughts</i>
use verb tenses consistently and correctly throughout their writing	<i>Trapped on the lakes surface she felt her heart palpitate as she considered her options</i>
Use mostly correctly	Commas for clarity <i>The boat, which drifted gently on the lakes surface, provided sanctuary.</i>
	Punctuation for parenthesis <i>The lone girl (who was trembling uncontrollably) stumbled to her feet as she despretly clawed at the lakes surface.</i>
Make some use of	Semi colons <i>Rippling the lake was home to the unknown; a darkness that could only be summoned by the soul of the lost girl.</i>
	Colons <i>She waited: there it was again, knock, knock, knock ... she swung around. Her mouth dry.</i>
	Dashes <i>Rasping, her curiosity urged her to look over the edge of the boat - the black abyss stared back at her &amp; KNOCK, KNOCK, KNOCK ...</i>
	Hyphens <i>Blood-curdling, man-eating, raven-haired</i>
Spell most words correctly (Year 5 and 6)	<i>Determined, desperate, sacrifice</i>
Very neat handwriting	
<b>Working at Greater Depth</b>	
Precise vocabulary	<i>Shattered, reckless, desperate, isolated, eerie, haunting</i>
Include chatty speech with an accent into more formal writing	<i>"Oh Gee Whizz", she murmured to herself.</i>
Edit in good detail	
Use the full range of punctuation mostly correctly	<i>. ABC , ?! " " &amp; ( ) ' : ;</i>



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