



GRADES:

Editing Checklist with textHELP Read and Write

G Grammar and Spell Check

- Check spelling and grammar mistakes using your word processor and/or textHELP Read and Write.

R Read Back and Correct

- Use textHELP Read & Write to listen and correct for:
 1. Subject/verb agreement
 2. Verb tenses
 3. Suffixes and prefixes
 4. Missing words
 5. Sentence structure (fragments and run-ons)
 6. Meaning

A Additional checking for Homonyms

- Check and correct **blue** words

D Draft Copy Highlighting

- Print a hard copy.
- Highlight words that you are not sure are correct.

E Edit Again

- Use dictionary or thesaurus (textHELP or book).
- Use a proofreader (if required).

S Save and Print Again

- Print a good copy to hand in.