Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Self-Editing: Check your CUPS

**C**apitals (1st read)

* At the beginning of sentences
* For proper nouns (specific names of people, places, things, animals)

**U**nderstanding (2nd read)

* Check to make sure all the words sound right
* Check to make sure all sentences sound right
* Check to make sure all 5 paragraphs are indented

**P**unctuation (3rd read)

* Check endmarks (. ? !)
* Check commas (to separate 3 or more things listed, in compound sentences, after transitions, when using dialogue)
* Check quotation marks for dialogue (“Run as fast as you can,” Shawna shouted.)
* Check that there are only apostrophes in possessive nouns – NOT plural nouns (“The **house’s** yard” needs an apostrophe because the yard belongs to the house. “The **houses** on the street” does NOT need an apostrophe because you are talking about more than one house.

**S**pelling and **S**tructure (3rd read)

* Check to make sure all the words you should know are spelled right
* Check to make sure your writing is at neat as possible
* Check to make sure all 5 paragraphs are indented

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**My promise:** I took my time self-editing my work. I whisper read it to myself 4 different times. I paid close attention to my work to find any mistakes with capitals, understanding, punctuation, spelling and structure. I promise my self-editing is done the very best I could do it.

My signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buddy-Editing: Check your buddy’s CUPS

**C**apitals (1st read)

* At the beginning of sentences
* For proper nouns (specific names of people, places, things, animals)

**U**nderstanding (2nd read)

* Check to make sure all the words sound right
* Check to make sure all sentences sound right
* Check to make sure all 5 paragraphs are indented
* \*\*Check with your buddy before you start changing their words and sentences around! \*\*

**P**unctuation (3rd read)

* Check endmarks (. ? !)
* Check commas (to separate 3 or more things listed, in compound sentences, after transitions, when using dialogue)
* Check quotation marks for dialogue (“Run as fast as you can,” Shawna shouted.)
* Check that there are only apostrophes in possessive nouns – NOT plural nouns (“The **house’s** yard” needs an apostrophe because the yard belongs to the house. “The **houses** on the street” does NOT need an apostrophe because you are talking about more than one house.

**S**pelling and **S**tructure (3rd read)

* Check to make sure all the words your buddy should know are spelled right
* Check to make sure all 5 paragraphs are indented

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**My promise:** I took my time buddy-editing my friend’s work. I whisper read it to myself 4 different times. I paid close attention to their work to find any mistakes with capitals, understanding, punctuation, spelling and structure. I promise my buddy-editing is done the very best I could do it.

My signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_