

Name: _____

“This I Believe” – Self -Editing Checklist

Directions: Complete the following steps to edit your “This I Believe” essay.

“To write is human, to edit is divine.” - Stephen King

**WRITE
WITHOUT
FEAR**

**EDIT
WITHOUT
MERCY**

Step	Check when complete
1. Check the font size and type (use the requirements in your assignment packet).	
2. Is your paper double-spaced? If not, fix it!	
3. Read your whole essay from beginning to end, without stopping, in a whisper voice.	
4. Read your whole essay again in a whisper voice. This time, stop to fix any small errors that you catch (missing words or punctuation, spelling, capitalization).	
5. Now check very carefully for capitalization! (USE THE LIST OF RULES IN THE GRAMMAR SECTION OF YOUR NOTES.)	
6. Have you appropriately used commas in a list? (CHECK CRUELLA!)	
7. Have your appropriately used commas in dates? <i>If applicable.</i>	
8. Highlight at least <u>two similes</u> and <u>one metaphor</u> that you have used in your essay. Don't have any? Add them to bring the spice!	
9. Read your essay again in a whisper voice to yourself. Are you telling one, cohesive story? Do all the parts fit together into one story? If not, go back and revise to tell a story.	
10. Read your more polished essay again. Does this essay describe what you truly believe? Is what you wrote important to you? Does it make sense? You may need to start all over again at this point and that is honestly the bravest thing you could do.	
11. Is your draft typed? It needs to be by Monday!	

Artistry is important.
Skill, hard work,
rewriting, editing, and
careful, careful craft:
All of these are
necessary. These are
what separate the
beginners from
experienced artists.

Sarah Kay