

STEP 2

Writer's Name: _____

Date: _____

Peer Editor's Name: _____

Date: _____

Government Community Service Project Editing Checklist

Checked for:	Writer (My Initials)	Peer Revisor (Initials)
Paragraph 1 - Introduction		
There is a thesis statement (topic sentence) which addresses the issue and mentions what will be discussed in the 3 body paragraphs.		
All sentences begin with a capital letter.		
There is punctuation (. - ? - !) at the end of each sentence.		
The paragraph features at least 2 strong verbs.		
All words are spelled correctly.		
Paragraphs 2, 3, & 4 – Plan of Action / What I Did / Reflections		
All sentences begin with a capital letter.		
There is punctuation (. - ? - !) at the end of each sentence.		
Each paragraph features at least 2 strong verbs.		
All words are spelled correctly.		
Paragraph 5 – Conclusion		
There is a concluding sentence which completes the paper.		
There is punctuation (. - ? - !) at the end of each sentence.		
Each paragraph features at least 2 strong verbs.		
All words are spelled correctly.		

Writer's Signature: _____

Date: _____

Peer Editor's Signature: _____

Date: _____