## Revision and Editing Checklist: Grade 2

**Revise for...**

**Informational Text**

**Clarity**
- makes sense
- details connect
- beginning, middle, end

**Organization**
- appropriate and purposeful organizational pattern
- varied sentence beginnings

**Development**
- communicates importance
- specific words
- written in student voice

**Literary Text**

**Clarity**
- makes sense
- one message/idea (theme)
- communicates a story

**Organization**
- appropriate plot sequence
- varied sentence beginnings

**Development**
- shows feelings
- helps the reader visualize
- written in a fresh way

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**Edit for...**

**Capitalization**
- first letter in a sentence
- names
- pronoun "I"
- months, days of the week
- salutation and conclusion of a letter

**Punctuation**
- period at the end of declarative sentences
- exclamation point at the end of exclamatory sentences
- question mark at the end of interrogative sentences
- *apostrophes in contractions*
- *commas with items in a series*
- *commas in dates*

**Spelling**
- high frequency/commonly used words

**Usage**
- complete sentences
- subject-verb agreement
- parts of speech
  - past, present, and **future verb tense**
  - singular, plural, common, and proper nouns
  - adjectives, including articles
  - adverbs that convey time
  - **adverbs that convey place**
  - prepositions and **prepositional phrases**
  - pronouns including subjective, objective, and possessive cases
  - **coordinating conjunctions to form compound subjects and predicates**