Revision and Editing Checklist: Grade 3

Revise for...

Informational Text

Clarity
- clear central idea
- facts, details support central idea
- obvious conclusion
- clear/concise

Organization
- appropriate and purposeful organizational pattern
- connects across and within paragraphs
- varied sentence structure

Development
- communicates understanding/importance
- word choice (purposeful and specific)
- written in a fresh way

Argumentative Text

Clarity
- clear claim
- facts support the argument
- convincing conclusion
- clear/concise

Organization
- appropriate/purposeful organization
- connects across and within paragraphs
- varied sentence structure

Development
- communicates importance/insight
- word choice (purposeful/precise/powerful)
- written in a fresh way

Literary Text

Clarity
- obvious theme/message
- details and events support the plot and theme
- clear/concise

Organization
- appropriate/purposeful plot sequence
- plot, setting and characters connect in a meaningful way
- connects across and within paragraphs
- varied sentence structure

Development
- creates connection with reader
- word choice (purposeful and concise)
- literary language contributes to voice
- written in a fresh way

Edit for...

Capitalization
- first letter in a sentence and names
- pronoun "I"
- months, days of the week
- salutation and conclusion of a letter
- official titles of people
- holidays
- geographical names and places

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

Spelling
- high frequency/commonly used words
- commonly misspelled 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
  - adjectives, including comparative and superlative forms
  - adverbs that convey time
  - adverbs that convey place
  - adverbs that convey manner
  - prepositions and prepositional phrases
  - pronouns including subjective, objective, and possessive cases
  - coordinating conjunctions to form compound subjects and predicates
  - coordinating conjunctions to form compound sentences