### Revision and Editing Checklist: Grade 4

#### 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

#### Edit for...

**Capitalization**
- first letter in a sentence
- names
- pronoun "I"
- months, days of the week
- salutation and conclusion of a letter
- official titles of people
- holidays
- geographical names and places
- *historical periods, events, and documents*
- titles of books, stories, and essays
- languages, races, and nationalities

**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
- *quotation marks in dialogue*
- apostrophes in contractions
- apostrophes in possessives

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

**Usage**
- complete and compound sentences *(no splices, run-ons, fragments)*
- subject-verb agreement
- parts of speech
  - past, present, and future verb tense
  - *past tense irregular verbs*
  - 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
  - *adverbs that convey frequency and degree*
  - prepositions and prepositional phrases
  - pronouns including subjective, objective, possessive, and *reflexive* cases
  - coordinating conjunctions to form compound subjects and predicates
  - coordinating conjunctions to form compound sentences

**Literary Text**
- 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 the reader
- word choice (purposeful and precise)
- literary language contributes to voice
- written in a fresh way