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

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 the reader
☐ word choice (purposeful and percise)
☐ 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
☐ 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
☐ commas in transitions
☐ quotation marks in dialogue
☐ apostrophes in contractions
☐ apostrophes in possessives

Spelling
☐ high frequency/commonly used words
☐ commonly misspelled words
☐ special words

Usage
☐ complete 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