**Revision and Editing Checklist: Grade 6**

**Revise for...**

**Informational Text**

- **Clarity**
  - clear thesis/controlling idea
  - facts, details support thesis/controlling idea
  - obvious conclusion/decision
  - clear/concise

- **Organization**
  - appropriate and purposeful organizational pattern
  - fluid sentence and paragraph transitions
  - varied sentence structure

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

**Argumentative Text**

- **Clarity**
  - clear, arguable claim
  - uses various types of evidence to support claim
  - convincing conclusion
  - clear/concise

- **Organization**
  - appropriate/purposeful organization
  - fluid sentence and paragraph transitions
  - 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
  - fluid sentence and paragraph transitions
  - varied sentence structure

- **Development**
  - word choice (purposeful and precise)
  - language contributes to mood and voice
  - written in a fresh way

**Edit for...**

**Capitalization**

- first letter in a sentence
- names
- pronoun "I"
- months, days of the week
- official titles of people
- holidays
- salutation and conclusion of a letter
- geographical names, places, historical periods, events
- documents, languages, races, and nationalities
- titles of books, stories, and essays
- proper nouns, including abbreviations, initials, acronyms, and organizations

**Punctuation**

- end of sentences
- commas with items in a series, dates
- commas in compound and complex sentences
- **commas to set off transitions and introductory elements**
- quotation marks in dialogue
- apostrophes in contractions and possessives
- italics and underlining for titles and emphasis

**Spelling**

- high frequency/commonly used words
- commonly misspelled words
- special words
- **commonly confused terms – its/it’s, affect/effect, there/their/they’re, and to/two/too**

**Usage**

- complete sentences (avoidance of splices, run-ons, fragments)
- subject-verb agreement
- parts of speech
  - verb tenses
  - noun forms
  - comparative and superlative adjectives
  - adverbs
  - prepositional phrases and their influence on subject-verb agreement
  - **pronouns (relative)**
  - coordinating conjunctions to form compound subjects, predicates, and sentences
  - subordinating conjunctions to form complex sentences and **correlative conjunctions such as either/or and neither/nor**