Editing Checklist

Don’t make these common mistakes:

- Sentence fragments
- Using “seen” instead of “saw” or using “brung” instead of “brought”
- Using “they” when referring to one person:
  “The student went to the bookstore and bought his or her books.”
  INSTEAD OF
  “The student went to the book store and bought their books.”
- Comma Splices
- Run on sentences
- Switching tenses mid-paper
- Misused words:
  “Defiantly” and “Definitely”
  “Further” and “Farther”
  “Then” and “Than”
  “Whether” and “Weather”
  “Their” and “There” and “They’re”
  “Since” and “Sense”
  “To,” “Too,” and “Two”
  “Threw” and “Through”

Make sure that you are/have:

- Using second person or addressing the reader’s needs in cover letters and business material
- Usually sticking to 1st or 3rd person in an essay (this depends on the instructor)
- Spell words like “okay,” “doctors,” and “you” out in full
- Using consistent verb tense
- Subject verb agreement:
  “He was in the store.”
  INSTEAD OF
  “He were in the store.”
- Using commas around information that is not necessary to understand the sentence:
  “My dog, the brown and white one over there, is the best dog in the world.”
- Using commas if you have a phrase at the beginning of the sentence that is not needed for the sentence to make sense; usually indicated by words like “if,” “when,” “since,”
  “although,” “as,” etc. :
  “If we go to the mall, I will buy some new shoes.”