

# Edit.

## Some Things to Proofread For

EDITING CHECKLIST	EXAMPLES
Capitalize the first word of each sentence.	School starts in August.
Capitalize proper nouns.	Ms. Lacy, Mrs. Lentz, Central Junior High, Moore
Capitalize the first-person pronoun (I).	I hope I make good grades.
Lower case letters that should not be capitalized.	Core classes include math, science, history, and English.
Use punctuation at the end of each sentence.	I will be a freshman next year.
Use a <b>comma</b> to combine complete thoughts with conjunctions such as FANBOYS (for, and, nor, but, or, yet, so) in compound sentences. Or, use a <b>semi-colon</b> <u>without</u> the FANBOYS.	It is raining, and the game starts at ten o'clock. It is freezing; the game goes on regardless.
Use a <b>comma</b> to help the reader make sense of incomplete thoughts in complex sentences.	When it rains, it pours. The players look pumped, even though it's wet and freezing.
Use a <b>comma</b> to set off "bonus phrases" (extra information that interrupts the flow of the sentence). Or, try <b>dashes</b> occasionally to add emphasis and indicate a more dramatic pause.	Two horses, Boomer and Sooner, pull the Rednecks at OU games. OSU has an interesting mascot – Pistol Pete.
Use a <b>comma</b> to separate items in a series or list.	Loyal fans pack the stands sporting umbrellas, ponchos, handwarmers, and blankets.
Use a <b>dash</b> to mark "bonus phrases" that contain commas to prevent confusion.	Even the worst conditions – sleet, fog, and ice on the bleachers – won't keep some fans away.
Use a <b>semi-colon</b> to prevent confusion when you have multiple items in a series or list within a list.	We watched <i>Iron Man</i> , <i>Spider-Man</i> , and <i>The Incredible Hulk</i> ; played <i>Fortnite</i> and <i>Minecraft</i> ; and ate pizza, Doritos, and Skittles.
Use a <b>colon</b> to introduce and set off a list.	I have everything I need for the train ride: snacks, my cellphone, earbuds, and a pillow.
<b>Spelling:</b> Look up ALL words you are unsure how to spell, including homophones such as: <i>it's</i> and <i>its</i> ; <i>to</i> , <i>too</i> , and <i>two</i> ; <i>they're</i> , <i>their</i> , and <i>there</i> ; and <i>you're</i> and <i>your</i> .	<ul style="list-style-type: none"><li>• <b>It's</b> sad when a soda loses <b>its</b> fizz.</li><li>• She is <b>too</b> young and must wait <b>two</b> more years <b>to</b> go <b>to</b> the mall without her parents.</li><li>• <b>They're</b> the cutest couple. <b>Their</b> romance began in the cafeteria. <b>There</b> is the table where they met.</li><li>• <b>You're</b> mean to <b>your</b> little sister.</li></ul>
<b>Run-ons and Fragments:</b> See the next page for ways to fix fragments and repair run-on sentences.	

## 3 Ways to Fix a Fragment

1. **Add missing parts, including a subject, verb, or both.**

**WRONG:** Won the 100-meter dash.

**CORRECT:** The girl won the 100-meter dash.

2. **Combine it with another sentence.**

**WRONG:** Since she trains every day. The girl won the 100-meter dash.

**CORRECT:** Since she trains every day, the girl won the 100-meter dash.

3. **Delete the word or phrase that makes it a fragment** (so long as this does not change the meaning):

**WRONG:** Since she trains every day.

**CORRECT:** She trains every day.

## 4 Ways to Repair a Run-On

**WRONG:** It's a good book I recommend it.

1. **Use a period to create two sentences:**

**CORRECT:** It's a good book. I recommend it.

2. **Use a semicolon:**

**CORRECT:** It's a good book; I recommend it.

3. **Use a comma plus a coordinating conjunction:**

**CORRECT:** It's a good book, and I recommend it.

4. **Use a subordinating conjunction:**

**CORRECT:** I recommend it **because** it's a good book.

**CORRECT:** **Because** it's a good book, I recommend it.

**CORRECT:** It's a good book; **therefore**, I recommend it.

**25 Commonly Used Subordinating Conjunctions**  
after, although, as, as soon as, because, before, by the time, even if, even though, every time, if, in case, now that, once, since, so that, than, the first time, unless, until, when, whenever, whether or not, while, why