Name _____ Date _____

ARMS Revising Checklist

Directions: Revise before you edit. Work on one letter at a time.

A

Add

Try: One more detail is...

- [ ] What would my reader want to know more about?

+

R

Remove

Cross it out with one line. Do not erase.

- [ ] Does every sentence help my main idea?

−

M

Move

- [ ] Would this sentence make more sense somewhere else?

→

S

Substitute

- [ ] Is there a more exact word for this?
- [ ] Do three sentences in a row start the same way?

⇄

Name _____ Date _____

CUPS Editing Checklist

Directions: Read your draft once for each letter. Check each box when you finish.

C

Capitalization

- ☐ The first word of every sentence starts with a capital.
- ☐ Names of people and places, titles, and the word I have capitals.

Aa

U

Usage

Try: the dogs run, not the dogs runs

- ☐ My subjects and verbs agree.
- ☐ My verbs stay in the same tense.
- ☐ I picked the right word, like their or there.

is / are

P

Punctuation

- ☐ Every sentence ends with a period, question mark, or exclamation point.
- ☐ I used commas in a list.
- ☐ Quotation marks go around what people say.

. ? !

S

Spelling

- ☐ I circled words I am not sure about.
- ☐ I said each circled word slowly and checked its sounds.

abc