Name _____ Date _____

CUPS Editing Checklist

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

C	**Capitalization** ☐ First word of every sentence, proper nouns, titles, and I ☐ First word of a quotation
U	**Usage** ☐ Subjects and verbs agree ☐ Verb tense stays steady across the paragraph ☐ Commonly confused words: their, there, they're; its, it's
P	**Punctuation** ☐ End marks on every sentence ☐ Commas in a series and after introductory phrases ☐ Quotation marks and punctuation in dialogue
S	**Spelling** ☐ Words I circled because I was unsure ☐ Words I said aloud and checked by their sounds