



Editing Tips for Students

The following chart gives various editing tips and examples to use with students according to their grade level. It may be helpful to implement an “Editing Tip of the Week” to help students target a specific skill during their writing workshop times or as a mini-lesson during their revision conferences.

Grades K-2	Grades 3-5	Grades 6-8	Grades 9-12
<ul style="list-style-type: none"> ➤ Don't forget to capitalize the first word of the sentence! ➤ The ending matters! Use end marks correctly! (Review periods, question marks, and exclamation points) ➤ More than one? Use singular and plural nouns correctly (e.g. tooth and teeth) ➤ How to use contractions correctly (e.g. won't, can't, I'm) ➤ Let's agree to have subject/verb agreement! (e.g. he runs, they run) ➤ Be complete! Use complete sentences in writing! 	<ul style="list-style-type: none"> ➤ Past, Present or Future Tense: Stay consistent! ➤ How to use future tense correctly ➤ Sounds alike, but it's different! Use the appropriate homonym (e.g. it's vs. its, your vs. you're, their vs. there) ➤ How to use prepositions correctly (e.g. in the past, from one to another). ➤ And or But: Use conjunctions logically (e.g. I like dogs, but am allergic to them.) ➤ How to use the apostrophe in possessive nouns (e.g. the dog's house, the dogs' houses) 	<ul style="list-style-type: none"> ➤ Be careful about words that sound the same! (e.g. homophones: sale and sail) ➤ How to use a semi-colon between two independent clauses (e.g. I studied late into the night; consequently I passed the test.) ➤ Truly really wonderfully: Use adverbs correctly! ➤ How to use comparative and superlative adjectives correctly (e.g. The ruby is harder than the emerald. The diamond is the hardest gem.) — ➤ Whether I or You or We or He or She: Maintain consistent person (e.g. first person, third person) 	<ul style="list-style-type: none"> ➤ Avoids dangling modifiers (e.g. Incorrect: After standing in line for hours, the tickets were sold out.) ➤ Guess who matters! Use <i>who</i> vs. <i>whom</i> correctly! ➤ Don't get confused! Use commonly confused words correctly! (e.g. <i>accept</i> vs. <i>except</i> or <i>can</i> vs. <i>may</i>) ➤ Stay active! Use active voice except when passive voice is appropriate. ➤ Get it straight! Use parallel construction in clauses (e.g. Incorrect: The coach told the players they should get plenty of sleep, that they should sleep well, and to do warm up exercises.)

