

Self-Editing Checklist

Author: _____

Check	Look for:
	Did I include the date?
	Did I include a greeting followed by a comma?
	Did I remember to indent the first word in each paragraph?
	Did I include questions for my friend or relative?
	Did I include a closing?
	Did I include my signature?

Self-Editing Checklist

Check	Look for:
	Does my writing make sense?
	Did I check my spelling to the best of my ability?
	Did I start all of my sentences with a capital letter and end with the correct punctuation (.?!)