

Peer-Editing Checklist

Author: _____

Editor: _____

Check	Look for:
	Did the writer include the date?
	Did the writer include a greeting followed by a comma?
	Did the writer remember to indent the first word in each paragraph?
	Did the writer include questions for their friend or relative?
	Did the writer include a closing?
	Did the writer include their signature?
	Does the writer's writing make sense?
	I have helped the writer check their spelling to the best of my ability.

Peer-Editing Checklist

Check	Look for:
	Did the writer start all of their sentences with a capital letter and end with the correct punctuation (.?!)
Highlights:	
Suggestions:	