# Editing your writing in Years 10-12

Created by Inaburra Senior Library 2021

We see more mistakes on paper than we do on screen, so it will help if you print your work double spaced and edit it with a coloured pen.

Things to look for...

## 1. Spelling

*Have you used ~~spolcheck~~ to check the ~~spoling~~?*

*Remember that spellcheck doesn't always get it ~~write~~, it's a good idea to get a parent or friend who is good at spelling to read over ~~you're~~ work as well.*

**Have you used spellcheck to check the spelling?**

**Remember that spellcheck doesn't always get it right, it's a good idea to get a parent or friend who is good at spelling to read over your work as well.**

## 2. Grammar

Have you used capital letter where you should?

*~~at~~ the start of ~~sentenceS~~*

*At the ~~Start~~ of names, for ~~pete's~~ sake*

**At the start of sentences**

**At the start of names, for Pete's sake**

Is your punctuation correct?

*Do questions end with a ~~question mark.~~*

*Your sentences should end with a ~~full stop?~~*

*~~Hav'e 'you us'ed apostrophe's 'c'o'r'r'e'c't'l'y'?'~~*

*~~Don't, use, too, many, commas,~~*

**Do questions end with a question mark?**

**Your sentences should end with a full stop.**

**Have you used apostrophes correctly?**

**Don't use too many commas.**

Does your writing make sense? Read it out loud, slowly, to check. You can use Grammarly as well.

*Are ~~there missing~~?*

*Are there any double words ~~words~~?*

*~~Will you be~~ using the correct tense?*

*Have you used the right ~~elephants~~?*

*~~there things you need to rewrite? Do your ideas flow or are~~*

**Are there words missing?**

**Are there any double words?**

**Have you used the correct tense**

**Have you used the right words?**

**Do your ideas flow or are there things you need to rewrite?**

3. Bibliography

*If it's just a list of websites you've done it wrong!*

**Use the SLASA Referencing Generator.**

**If you're required to use footnotes or in-text referencing, have you checked them?**

> **Is the formatting correct?**

> **Have you definitely referenced the right text?**

4. Is your name or student number on it?

5. Formatting

**Have you double checked the assessment notification for formatting requirements?**

**(eg. double spacing, submitted digitally or in person, printed on A3 etc)**

6. Do You need a cover sheet?