

# C.O.P.S. checklist

name: \_\_\_\_\_

## **DIRECTIONS:**

Use the checklist below for revising and editing after you write your first draft of sentences or paragraphs.

### **Capitalization**

- Have I capitalized the first word in each sentence?
- Have I capitalized all proper nouns (the names of specific people, places, things, and any titles)?

### **Order of Words/Organization of Sentence Elements**

- Have I written all the words in the correct order?
- Have I left out any words?
- Have I included any extra words that I don't need?

### **Punctuation**

- Have I used end punctuation correctly?
- Have I used punctuation marks correctly?

### **Spelling**

- Have I checked to make sure I spelled all the words correctly?
- Have I used a spelling resource (a dictionary, a thesaurus, or a person who is a good speller) for the words I'm not sure about?

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