



Inkpots editing checklist

When you have done a piece of writing, it's always a good idea to do a final check through, especially if you are giving it to someone else. Here are some of the things that you should check.

- When you have finished your piece, **always** read it through at least once. You may have spent a long time on your writing and feel a bit fed up with it! But, it is very important that you check it through.
- Does your story make sense? Are there any bits you need to explain more?
- Have you used the correct punctuation – for example, in any conversations you have included in your story? If you are not sure, find someone who could help – maybe your parents, a teacher or you could bring your story to Inkpots.
- Are you sure about any facts that you have included – this is especially important in stories which are set in the past. For example, you can't say that a character from Tudor times uses a mobile phone!
- Have you used some good connecting words and phrases to make your story flow so that it is easy for your reader to follow.
- Check your sentences – make sure they are not too long!
- If you have hand written your story, try to do your best writing so that your story looks neat and is easy to read.
- If you decide to type your story, do use a simple typeface like this one (Verdana) or Ariel is a good one too. Fancy typefaces may be fun but it is quite hard work for your reader!
- Are you going to illustrate your story? Could you add an illustration or photograph?
- **Finally**, when you have done all your checking, **be proud** of your work and enjoy everyone's comments.