

# Writing Editing Stations

## Station One: End Punctuation

- Does every sentence end with some form of end punctuation?
- Is your end punctuation appropriate for each sentence type (for example, if you're asking a question, have you included a question mark)?
- Have you made sure to use only one type of end punctuation per sentence? Remember, even if you're really excited, a single exclamation point is enough!

## Station Two: Capitalization

- Have you capitalized the first letter of every sentence?
- Is the word "I" capitalized in all its forms (I'm, I've, I'll, and I'd)?
- Have you capitalized all proper nouns (names)?
- Have you made sure to fix any random and unnecessary capital letters you may have accidentally included?

## **Station Three: Sentence Variety**

- Look at the first few words in every one of your sentences. Do you have multiple sentences that start with the same words (or with very similar words)? If so, how can you rewrite these sentences to make your writing sound more interesting for your reader?
- Do you have a variety of sentence lengths? If not, can you combine ideas to create longer sentences, or are you able to shorten a lengthy sentence or two into shorter complete thoughts?

## **Station Four: Sentence Structure**

- Read each sentence one at a time; read aloud in a voice just loud enough for you to hear yourself. For each sentence, ask yourself “Does this sentence express a complete thought?” and “Does this sentence make sense?”
  - If the sentence doesn’t make sense because it’s missing information, it is probably a fragment. Add or change words to make the sentence make sense.
  - If the sentence contains too many ideas for one group of words, it’s probably a run-on. Separate your ideas into separate complete sentences, or join ideas properly with a comma and a conjunction (and, but, or). Remember, a comma alone can NEVER fix a run-on!
- Make sure none of your sentences start with the word “and”!

## **Station Five: Formatting**

- Have I indented the first sentence of every paragraph? Are all the remaining lines in each paragraph lined up with the left edge?
- Have I left a space after each comma and each piece of end punctuation?
- Does my piece of writing look like the examples I've been shown in class?

## **Station Six: Word Choice**

- Search through your writing to find any boring, generic words you may have used (things, good, stuff, etc). Replace these words with more specific, exciting words that'll clearly show your reader what you mean. Make sure your new words still make sense in your sentence!
- Check your writing to make sure you aren't repeating a word or phrase over and over. If you find a word/phrase that you're repeating, are there other words you can use instead to make your writing sound more interesting?