

Fallacy Essay Draft #3

Basic Editing Checklist

Directions: After you are finished revising your draft, proofread and edit. Use a ruler, highlighter, etc. Read your sentences out loud to enhance your editing. **YOU MUST WRITE ANY CHANGES DOWN ON THE ACTUAL DRAFT TO AVOID A 5-POINT PENALTY.**

- Typos, extra and missing words and letters (look carefully: use a ruler to outline each individual sentence).
- Do you have question marks after questions?
- Are proper names capitalized, such as *Sister Aloysius*, *Shanley*, and *Doubt*?
- Did you italicize the title of the play?
- Did you cite correctly? (Shanley 35).
- If you do not have a citation after a quote — because you don't need one — did you put the comma or period inside the quotation? Even if the quote is in the middle of the sentence? You must!
- Pronoun agreement
 - Everyone, anyone, individual, someone, person = his, *or* his or her
 - Society, government, the planet = it
- Comma splices: you cannot combine two complete sentences with a comma **ONLY**
 - **SPLICE EXAMPLE:** Melissa knew exactly what she wanted to do, she wanted to go to the movies with her mother.
- Run-on sentences: you cannot combine two complete sentences with **NOTHING** :).
 - **RUN-ON EXAMPLE:** I love so many things I love food, clothing, and little mouses.
- Fragments: Every independent clause (complete sentence) must have a subject, verb, and complete thought.
 - **FRAGMENT EXAMPLE:** I can't imagine living without my cats. Especially when I'm old (has a subject and verb but not a complete thought: the sentence relies on the previous statement to make sense).
- Are semicolons used correctly?
 - a. Rules:
 - * two independent clauses related in meaning (IC + ; + IC)
 - * to replace "and" (IC + ; + IC)

- * conjunctive adverb (IC + ; + CA + , + IC)
- Are colons used correctly?
 - a. Rules
 - * Introduce a list (IC + : + List)
 - * Second clause explains the first (IC + : + IC)
- Are commas used correctly?
 - a. Rules
 - * Coordinating conjunctions (IC + , + CC + IC)
 - * Introductory phrases of more than three words (IP + , + IC).
 - * Introductory dependent clause (DC + , + IC)
- There, Their, They're
 - There = over there
 - Their = possessive
 - They're = they are
- It's vs. Its
 - Its = possessive
 - It's = it is
- Apostrophes: contractions and possessive nouns
 - Sally's piano (singular)
 - Her parents' piano (plural)
- Passive Voice: avoid the "to be" verb if you can rewrite the sentence and use an action verb instead. It will help you declutter your sentences.
 - Passive Voice: Flynn **was accused** by Sister Aloysius.
 - Active Voice: Sister Aloysius **accused** Flynn.
- In formal writing, you cannot use contractions.
 - Cross out the following:
 - Can't, doesn't, won't, hasn't, haven't, she's, he's, it's, etc.
 - Replace with cannot, does not, will not, has not, have not, she is, he is, it is, etc.
- Use third person pronouns only.
 - Cross out the following:
 - We, our, us, I, my, you, etc.
 - Replace with them, their, they, he, she, etc.
- Submit a total of 4 drafts: the first draft, the second peer revised draft, the edited draft, and the final draft.