

Into the Wild: Draft 2

Basic Editing Checklist

Directions: Proofread and edit. Use a ruler, highlighter, etc. Read your sentences out loud to enhance your editing.

- 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 *Chris*, *Krakauer*, and *Into the Wild*?
- Did you italicize full-length works and use quotes around titles of short works?
- 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!
 - Example: According to Craig Medred, Chris McCandless was a “freeloader,” a man of questionable morals, not some “poor, admirable romantic soul lost in the wilds of Alaska.”
- Pronoun agreement
 - Everyone, anyone, someone, individual, 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.
 - * Fix a comma splice by adding a period or conjunction (and).
- 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.
 - * Fix a run-on by adding a period or conjunction (and).
- 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).

- 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.
- Two, Too, To
 - Two = number
 - Too = also and a lot
 - To = everything else
- 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.
- Are colons used correctly?
 - Rules
 - * Introduce a list (IC + : + List)
 - * Second clause explains the first (IC + : + IC)