

# Teaching Editing

## Using the Editor's Checklist for Years 1 & 2

Also appropriate for Writing with all Tools Continuum Groups G, H & I

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Teaching student(s) to edit their work should be a gradual process. The field suggests that you get student(s) to start editing your writing, before they move onto theirs. To put this in perspective, think about a time when you have expended a lot of effort writing something, for example an assignment when you were a student. The last thing you want to do is read it again and edit it! This is the same for many of our student(s) - they have put so much effort into writing that the thought of editing it is painful!!

So - you will start by getting them to check your writing - and then they will move onto theirs.

The other part of taking it gradually is that we introduce one item at a time on the editor's checklist - then, once a student feels confident with the first item, we add the second one. Then we do the same again. We introduce the second item, wait until the student feels confident with it, and then introduce the third. Keep going in this way until the student is using the full editor's checklist. This process should take around 12 months.

The Editor's Checklist is provided across a number of pages, with an additional item added each time, for this reason. Name and Date is the first item on the checklist - and it is deliberately easy to help student(s) start editing with confidence. Please don't skip it! This is the only item that you would do for just one week before introducing the next one. The other items will need more time.

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 **Editor's Checklist**

- ☐ Name and Date
- ☐ Sentences make sense
- ☐ Ending punctuation - .?!
- ☐ Beginning capital letters
- ☐ Circle misspelt words
- ☐ Capital letters for names and places
- ☐ Stays on topic

Editor's Checklist

Name and Date  

Sentences make sense She ate a hot dog.

Ending punctuation .?!

Beginning capital letters Begin your sentence with capitals.

Circle misspelt words waching

Capital letters for names and places Matt lives in Woodville.

Stays on topic 

These images show 3 different versions of the Editor's Checklist for Years 1 & 2. They are just different visual presentations. Click on each image to download that version of the checklist.

Editor's Checklist

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- ☐ Name and Date  
- ☐ Sentences make sense She ate a hot dog.
- ☐ Ending punctuation .?!
- ☐ Beginning capital letters Begin your sentence with capitals.
- ☐ Circle misspelt words Waching
- ☐ Capital letters for names and places Matt lives in Brisbane.
- ☐ Stays on topic 