

Grammar Editing Checklist

Use this *AFTER* you have written your draft. Tick each item as you check it.

Name: _____

Date: _____

Piece of writing: _____

CAPITAL LETTERS

- Every sentence starts with a capital letter
- Names of people start with a capital (Tom, Mrs Patel)
- Names of places start with a capital (London, Kent)
- Days, months, and titles capitalised
- The word "I" is always capital

END PUNCTUATION

- Every sentence ends with . ! or ?
- Statements end with a full stop (.)
- Questions end with a question mark (?)
- Exclamations end with an exclamation mark (!)

SUBJECT-VERB AGREEMENT

- Singular subject + singular verb (he runs, she walks)
- Plural subject + plural verb (they run, we walk)
- "I" + "am" / "you, we, they" + "are" / "he, she, it" + "is"

TENSE CONSISTENCY

- All verbs in the SAME tense throughout (don't switch!)
- Past time words → past tense verbs (yesterday I walked)
- Future time words → future tense (tomorrow I will go)
- Irregular past forms correct (went, ate, saw - NOT goed, eated, seed)

PRONOUNS

- Pronoun matches the noun (he/she/they)
- First mention = noun; later mentions = pronoun
- No confusing "it" without a clear noun reference

ARTICLES (a / an / the)

- "a" before consonant sounds (a dog, a tree)
- "an" before vowel sounds (an apple, an egg)
- "the" for specific nouns (the dog you saw)
- Singular nouns have a determiner (a/the/my/this)

The Grammar Doctor's advice: Read your work ALOUD. If something sounds wrong, it probably is.