

Are you finished writing? Call the COPS!



<u>C</u> apitalization	<u>O</u> verall Appearance	<u>P</u> unctuation	<u>S</u> pelling
<p>Have I capitalized:</p> <ul style="list-style-type: none"> - The first letter of the first word of each sentence? - Proper nouns, such as the names of people and places? - Titles? - Months and days of the week? - Holidays? - Organizations? - Nationalities? - Historical Events? 	<p>Is my text well-organized?</p> <ul style="list-style-type: none"> - Is my handwriting spaced correctly and is it legible? - Is my paper neat, without rips or smudges? - Have I used paragraphs? - Have I used complete sentences? - Does my text make sense? - If I'm unsure of something, have I asked for help? 	<p>Is the punctuation correct?</p> <ul style="list-style-type: none"> - Did I put a period, question mark or exclamation mark at the end of each sentence? - Have I used commas correctly? - Have I used quotation marks? - Have I used apostrophes to show either possession or omission of letters or numbers, such as "can't"? 	<p>Did I spell everything correctly?</p> <ul style="list-style-type: none"> - If I don't know the correct spelling, did I use spellcheck, a dictionary or ask for help? <p>Did I use the correct spelling of homonyms, such as:</p> <ul style="list-style-type: none"> - to/too/two - they're/their/there - its/it's - been/bean - close/clothes - deer/dear