Are you finished writing?
Call the COPS!

<table>
<thead>
<tr>
<th>Capitalization</th>
<th>Overall Appearance</th>
<th>Punctuation</th>
<th>Spelling</th>
</tr>
</thead>
</table>
| Have I capitalized:  
- 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? | Is my text well-organized?  
- 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? | Is the punctuation correct?  
- 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”? | Did I spell everything correctly?  
- If I don’t know the correct spelling, did I use spellcheck, a dictionary or ask for help?  
Did I use the correct spelling of homonyms, such as:  
- to/too/two  
- they’re/their/there  
- its/it’s  
- been/bean  
- close/clothes  
- deer/dear |