

Subject _____

Name _____

Date _____

Period _____

COPS - An Editing Strategy

C - Capitalization

- all names
- first word in a sentence/quote

O - Organization and Overall Appearance

- run-on sentences
- fragments
- paragraphs
- topic sentences/thesis statements

P - Punctuation

- periods
- exclamation points
- question marks
- commas
- apostrophes

S - Spelling