

SCOPE



Editing Checklist with textHELP Read and Write

S	Spelling <ul style="list-style-type: none">• Use the Spellcheck in textHELP Read and Write• Use the Sounds Like button to check for homophones (words that sound the same, but have a different spelling and meaning)❖ Remember you can listen to the word, and the definition	<input type="checkbox"/> <input type="checkbox"/>
C	Capitalization <p>Use the Play button to listen for words that need to be capitalized.</p> <ul style="list-style-type: none">• Proper nouns (a <u>specific</u> person, place, or thing).• First letters of name and titles of family members.• Important words in titles.• Special events.• Days and months.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
O	Order of Words <p>Use the Play button to listen to your paper. Make sure that words are in the correct order, and no words have been omitted.</p>	<input type="checkbox"/>
P	Punctuation <p>Use the Play button to check each of these types of punctuation marks.</p> <ul style="list-style-type: none">• Periods.• Question marks.• Commas.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
E	Express a complete thought <p>Use the Play button to check for each of the following:</p> <ul style="list-style-type: none">• Run-on sentences (too many complete thoughts linked together in one sentence).• Sentence fragments (missing main subject and/or a main verb).• Comma splices (two complete thoughts, with a comma in between).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>