

Editing for Excellence Review

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Polishing Informative Writing

Name: _____

Date: _____

Answer the questions below based on what you learned about editing for excellence.

1. What is one reason why editing is important?

- A. It makes writing longer
- B. It helps others understand our writing
- C. It shows we don't care

2. A soft answer turns away ____, but harsh words stir up anger.

3. What did you find to improve in your writing?

4. Match the editing technique to its purpose.

Capitalization

Shows proper nouns

Punctuation

Helps sentences make sense

Spelling

Demonstrates care

5. Which of the following is a basic punctuation rule?

- A. Always use a period at the end of sentences
- B. Do not use any punctuation
- C. Use punctuation only in questions

6. Good writing helps others by making ideas ____ to understand.

7. How can editing help others understand our writing?

8. What should you check for at the beginning of each sentence?

- A. Capitalization
- B. Spelling
- C. Punctuation

9. Using editing symbols can help point out ____ in writing.

10. Why is careful editing important in your writing?

Answer Key

1. It helps others understand our writing 2. wrath 3. I found spelling mistakes and needed to use better punctuation. 4. Shows proper nouns 5. Always use a period at the end of sentences 6. clear 7. Editing makes our sentences clear and easy to follow. 8. Capitalization 9. mistakes 10. Careful editing makes my writing better and shows I care about my work.

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