

COPS Editing Sheet

C - Capitals

- The first word in a quotation: “**W**here are you?” she asked.
- Names and ranks : **L**auren, **J**acob, **S**ergeant,
- Countries, cities or formal places: **C**anada, **T**oronto, **G**eorge **B**ell **A**rena
- Titles of written work: “**W**hy **R**accoons **H**ave **S**triped **T**ails”

O - Order

- Check that every sentence has a subject and predicate
- Look at your sentence beginnings: Are more than two of them the same?
- Are all sentences written in **Natural Order** (subject then predicate) or are some in **Inverted Order** (predicate then subject) for interest and rhythm?
- **Simple** sentence = subject and predicate: “It was raining.”
- **Compound** sentence = two simple sentences joined together:
“It was raining and I brought my umbrella.”
- **Complex** sentence = sentence with a subordinate clause set off by commas:
“It was raining and, because I forgot my raincoat, I brought my umbrella.”

P - Punctuation

- The **comma** is very often overused.
Students often place it to show a pause that they use when they are speaking:
“I went to the store,
it was cool because I saw some friends there.”
This is an example of a run-on sentence.
A period after the word “store” is needed or some linking device such as the word “and”.
- Use a **colon** to introduce a list of items or after a salutation in a letter.
There are three reasons why I like it: the price, the size and the colour.”
- If you’ve written **three lines** without a period it might be time to add one.

S - Spelling

- These sight words are **commonly misspelled**. They need to be **perfect**.
maybe people friends through again
probably shiny heard really family
interest girl first believe
too / two / to are / our / hour
witch / which were / we’re / where

- These **contractions** can be misspelled often.
didn’t couldn’t weren’t wasn’t I’m they’re
we’re could’ve would’ve should’ve isn’t

- These words **sound alike** and are easy to fix.

there / their / they’re

Walk over **there**.

Their hands were clean.

They’re going to the movies.

then / than

I can run faster **than** you.

I did my chores, **then** I played outside.

- These words are other common errors that are easy to fix.

“**a lot**” is two words, not one. Better yet use the words “**many**” or “**plenty**” instead

“**must have**” is correct instead of ‘ must of ’