Fitzgerald Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Paragraph - Editing Checklist**

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| **Commas** | |
|  | **Before a conjunction that joins two whole sentences**   * Teaching is a rewarding career**, but** teaching does not pay as well as many other careers. |
|  | **Between items in a series**   * Civil engineers design **road, bridges, and harbors**. |
|  | **After an introductory word, phrase, or clause**   * **Yes,** it is true fashion designers work in a glamorous world. * **On the construction site,** architects must wear a hard hat. * **While traveling for work sounds exciting,** being away from one’s family is difficult. |
| **Capitalization** | |
|  | **Capitalize all proper nouns. Capitalize all the words in the name.**   * Names of people - **Mr. Smith, John, President Trump** * Names of places - **Ohio, the Rocky Mountains, the Mississippi** * Names of companies and other organizations - **Ford Motor Company, The United Nations, The New England Patriots** * All the words in a title - **The Occupational Outlook Handbook, Career Cruising** |
|  | **Do not capitalize general nouns**   * Claire    but not **girl** * The Rocky Mountains    but not **mountains** * West Middle School    but not **school** |
| **Full Sentences** | |
|  | How to fix Fragments, incomplete thoughts  **Join the fragment to the idea it is part of.**   * Civil engineers spend parts of their day outdoors. On construction sites.   + Civil engineers spend parts of their day outdoors on construction sites. * Detectives observe suspects on stakeouts. Gathering evidence before an arrest.   + Before an arrest, detectives observe suspects on stakeouts to gather evidence. |
|  | How to fix Run-ons, two sentences that are incorrectly joined as one  **Add a period to separate the sentences.**   * Farmers are self-employed they are really entrepreneurs.   + Farmers are self-employed. They create a business like all entrepreneurs. .   **Add a comma and a conjunction to show the relationship.**   * Social is very fulfilling it is also very stressful.   + Social work is very fulfilling at times, but at other times it can be very stressful.   **Add a semicolon to show the two ideas are very closely related.**   * Architecture is very creative designs must be both beautiful and functional.   + Architecture is a very creative job; necessary functions must be designed in new and beautiful ways. |
| **Spelling** - Below list at least five words you could check the spelling of. | |
|  | Word - Corrected - Word - Corrected -  Word - Corrected - Word - Corrected -  Word - Corrected - Word - Corrected - |