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.
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| **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 -  |