



CUPS & ARMS Revise/Edit Checklist



To edit, use CUPS (Capitalization, Usage, Punctuation and Spelling).

C... Capitalization:

- Proper nouns: Names, places, months, days, and titles
- First word in a sentence
- The personal pronoun "I"



U... Usage:

- Check word endings like s, ed and ing

P... Punctuation:

- Periods
- quotation marks
- commas
- question marks
- exclamation points
- apostrophes

S... Spelling:

- check Quick Word Dictionary
- Word Wall
- regular dictionary

To revise, use ARMS (Add, Remove, Move, Substitute).

A... Add:

- description,
- dialog,
- sensory details
- transition words



R... Remove:

- words and sentences that don't make sense

M... Move:

- words and sentences that fit in a different spot
- word order

S... Substitute:

- overused words,
- juicy words for plain words,
- detailed sentences for boring sentences