Tips

Proofreading Checklist

Name _____   Date _____

Subject _____   Assignment _____

_____   1.   Capitalization
- _____ All proper nouns are capitalized.
- _____ The first word in every sentence is capitalized.
- _____ All titles are capitalized.
- _____ All geographic places are capitalized.
- _____ All proper names are capitalized.

_____   2.   Spelling
- _____ I used Spell Checker.
- _____ I used the dictionary to check spelling.
- _____ I corrected all misspelled words.

_____   3.   Punctuation
- _____ Every sentence has the correct end-of-sentence punctuation.
- _____ I used commas correctly.
- _____ I checked a handbook (WriteSource 2000) for suggestions.

_____   4.   Word Usage
- _____ I used the right word.
  Example: there, they're, their

_____   5.   Sentence
- _____ Every sentence has a subject and a verb.
- _____ Every sentence is a complete thought.
- _____ When asked a question, my sentence restates the question.