

Correcting and Proofreading Checklist



Spelling

- Have you spelled all of the words correctly?
- Have you used the dictionary?
(Read your writing backwards one word at a time when you check for spelling. Then you can't help but focus on each word and check it for spelling.)

Punctuation

- Does each sentence end with an end punctuation mark?
- Have you placed commas before the conjunctions and, but, or in compound sentences?
- Have you used commas to set off items in a series?
- Are apostrophes in place to show possession or to mark contractions?
- Have you properly punctuated any conversation with quotation marks?

Capitalization

- Have you started sentences and conversation with a capital letter?
- Have you capitalized specific people, places, or things?

Usage

- Have you misused any of the commonly mixed homonyms such as there, their, they're, to, too, two, its, it's, our, are, your, you're?

Grammar

- Do your subjects and verbs agree?
- Have you kept your verb tenses consistent?
- Have you used any sentence fragments or run-on sentences?

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