Proof Reading Checklist

Structure

* Is the first line of each paragraph indented?
* Did I use complete sentences? Are there any run-on sentences?
* Is every sentence clear and easy to understand?

Spelling

* Did I check the spelling of the names of people and places?
* Did I use the correct form of words that sound alike but have different spellings and meanings (i.e. manner and manor)?
* Did I check the spelling of words I am not sure of?
* Is there any slang words (i.e. not “u” for you)?

Punctuation and Capitalization

* Did I end each sentence with the correct punctuation?
* Did I use commas and semicolons correctly?
* Did I capitalize all proper nouns correctly, including names of characters, nicknames, and place names?
* Did I begin each sentence or direct quotation with a capital letter?
* Did I use quotation marks to show the beginning and end of a quote?
* Did I use apostrophes where needed to show possession or missing letters?
* Did I correctly punctuate and format all my quotations?

Grammar

* Do the subjects and verbs in my sentences agree?
* Did I incorrectly run any sentences together without proper punctuation?
* Did I use the correct form of irregular verbs and personal pronouns?
* Did I use the adjectives and adverbs correctly in comparisons?
* Did I use the correct and same verb tense throughout the writing?