

Proofreading Checklist

Does your paper have mistakes that might make it difficult to read and understand? Read each question below. Then check your paper. Correct any mistake you find. After you have corrected them, put a check mark in the box next to the question.

- 1. Did I spell all words correctly?
- 2. Did I indent each paragraph?
- 3. Did I make each sentence a complete thought?
- 4. Are there any run-on sentences?
- 5. Did I use capital letters correctly?
- 6. Did I use punctuation marks correctly?
- 7. Did I use nouns, verbs, adjectives, and pronouns correctly?

Is there any special problem that you should watch for? Make your own proofreading checklist.

- _____
- _____
- _____
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- _____
- _____
- (If a letter) _____ Did I sign my full name?
- _____ Did I use proper format for my letter?

Final Copy

- Is my copy neat and easy to read?
- Is my title capitalized correctly?
- Did I list my sources correctly? (for research report)
- Did I leave proper space for margins?
- Did I skip a line beneath my title?

Writing a Persuasive Letter

Revising

- Did I state my opinion clearly?
- Are all the sentences related to the main point?
- Have I given enough reasons and details?
- Have I stated my reasons in the best order?

Writing a Story

Revising

- Have I used details to show the setting clearly?
- Have I showed enough about my characters?
- Does the plot have a beginning, a middle, and an end?
- Does the ending of the story work?

Writing a Personal Narrative

Revising

- Does my story begin in an interesting way?
- Have I used enough details to make my story clear?
- Have I used dialogue to add interest?
- Have I given my story a good title?

Writing a Description

Revising

- Have I used all five senses?
- Have I used enough sense words and exact words?
- Do my details create the right impression?
- Have I ordered the details in a way that makes sense?
- Have I used enough details?

Writing a Research Report

Revising

- Does my opening catch my reader's interest?
- Have I written only facts and left out opinions?
- Are the facts explained clearly?
- Are they in an order that makes sense?
- Does my closing sum up the main ideas in my report?

Writing Instructions

Revising

- Does my paragraph have a good topic sentences?
- Do all the sentences keep to the main idea?
- Are there enough supporting details?
- Have I used step-by-step order?
- Are my instructions written clearly for my audience?