

Proofreading Checklist

Name _____ Date _____

Directions to the Student: Use this checklist to review the grammar, usage, mechanics, and spelling before presenting your work. You may want to use the proofreading symbols shown here to mark your draft. It is usually best to first make any revisions in organization, detail, transitions, and similar elements.

Proofreading Marks

 Insert a letter or word here.	 Insert a space here.
 Switch the order of two letters or words.	 Begin a new paragraph.
 Make this letter lowercase.	 Capitalize this letter.
 Link inserted material.	 Add a comma.
 Add quotation marks.	 Add a period.
 Take out a word, sentence, or punctuation mark.	

Grammar and Usage

- ___ Do the subjects and verbs in my sentences agree?
- ___ Did I use complete sentences?
- ___ Did I incorrectly run any sentences together without proper punctuation? Have I corrected them?
- ___ Did I use the correct form of irregular verbs?
- ___ Did I indent the first line of each paragraph?
- ___ Did I use the correct form of personal pronouns?
- ___ Did I use adjectives and adverbs correctly in comparisons?
- ___ Did I use any double negatives? If so, did I correct them?

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 another's exact words?
- _____ Did I use apostrophes where needed to show possession or missing letters?

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?
- _____ Did I check the spelling of words I am not sure of, especially troublesome words like *their* and *there*?