Editing and Proofreading Checklist

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| Name: |  | Date: |  |

Use this checklist as a guide when you edit and proofread your writing. For more information, see the pages in *Write Ahead.*

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| **Sentence Errors** |
|  | Did I write complete, correct sentences? (See pages 78–80.) |
|  | Did I avoid agreement errors? (See pages 81–82.) |
|  | Did I avoid other sentence problems? (See pages 83–84.) |
| **Usage** |
|  | Did I use the correct word (*their, there,* or *they’re*)? (See pages 501–518.) |
| **Punctuation** |
|  | Does each sentence have an end punctuation mark? (See pages 465–466.) |
|  | Did I use apostrophes to show possession (*Dakota’s backpack*) or to make contractions (*haven’t*)? (See pages 480–481.) |
|  | Did I punctuate dialogue correctly? (*Christina asked, “Where’s my phone?”*)(See pages 468, 478–479.)  |
| **Capitalization** |
|  | Did I start each sentence with a capital letter? (See page 483.) |
|  | Did I capitalize the names of proper nouns: people, places, and things? (See pages 483–487.) |
| **Grammar** |
|  | Did I use the correct verb forms? (See pages 542–547.) |
|  | Did I use pronouns correctly? (See pages 537–540.) |
| **Spelling** |
|  | Did I check for spelling errors? (See pages 494–500.) |
|  | Did I use the spell checker on my computer? |