**Editing and Proofreading Checklist**

Use this checklist as a guide when you edit and proofread your writing.

**Sentence Structure**

\_\_\_\_ Are the sentences clear and complete?

\_\_\_\_ Are the sentences easy to read?

**Punctuation**

\_\_\_\_ Does correct punctuation end each sentence?

\_\_\_\_ Do commas appear before coordinating conjunctions

(*and, but, or, nor, for, so, yet*) in compound sentences?

\_\_\_\_ Do commas punctuate a series (bears, tigers, and lions)?

\_\_\_\_ Is dialogue correctly punctuated? (See page 144.)

**Capitalization**

\_\_\_\_ Does each sentence start with a capital letter?

\_\_\_\_ Are the names of specific people, places, and things capitalized?

**Grammar and Usage**

\_\_\_\_ Do subjects and verbs agree in number?

(See pages 79 and 467.)

\_\_\_\_ Is the verb tense consistent?

\_\_\_\_ Is usage correct (*to, too, two*)?

(See pages 456–465.)

**Spelling**

\_\_\_\_ Is spelling correct? (See pages 452–455.)

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