

# PROOFREADING CHECKLIST

| Component  | What to do  | ✓ |
|--|---|---|
| <i>Paragraphs</i>                                  | <u>NUMBER</u> all <b>three paragraphs</b> and make sure that they are in the correct order ( <i>use your resources!</i> )   |   |
| <i>Topic Sentences</i>                             | Put a CHECKMARK <b>in front</b> of them<br><br><i>Do they each have a relevant TOPIC &amp; CONTROLLING IDEA?</i><br><i>*Your OVERALL topic sentence should NOT be in your first paragraph (it should be by itself)*</i> |   |
| <i>Details</i>                                     | <u>HIGHLIGHT in one color</u><br><br><i>- Do they attempt to answer the <b>questions</b> for each paragraph?</i>  |   |
| <i>Elaborations</i>                                | <u>HIGHLIGHT in another color</u><br><br><i>- Are they <b>SPECIFIC</b> and do they answer one of the following questions:<br/>HOW? WHY? Or Give an example?</i>   |   |
| <i>Concluding sentences</i>                        | <u>Underline the sentence</u> and make sure you clearly summarized what your paragraph / essay was about<br><br><i>*Your OVERALL concluding sentence should NOT be in your last paragraph (it should be by itself)*</i> |   |
| <i>At least TWO transition words per paragraph</i> | <b>CIRCLE</b> them ALL  |   |

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|----------------------------|---|---|
| <i>Punctuation</i>         | Include <b>commas, periods, etc.</b> where needed & <u>circle the ones you added</u>      |   |
| <i>Incomplete Thoughts</i> | <b>Draw a WAVY line</b> underneath sentences that don't sound "smooth"                    |   |
| <i>Format</i>              | Is your paper <b>DOUBLE SPACED</b> ?  |   |
|                            | Does your paper have a <b>HEADING</b> and a <b>TITLE</b> ?                                |   |
|                            | Are the first lines of each paragraph <b>INDENTED</b> ?                                   |   |
| <i>Spelling</i>            | <b>Circle</b> any words that look like they might be misspelled ( <i>fix them later</i> ) |   |

Have an ADULT read the paper OUT LOUD to you while you have a copy to make marks when sentences do not sound right.

**Signature:** \_\_\_\_\_