

The Essential Proofreading Checklist

You can use this checklist as a guide to proofreading your own writing.

Interrogate the way you Punctuate

Does each sentence:

- begin with a capital letter?
- end with a period, exclamation point, or question mark?

Have I used:

- colons correctly?
- semi-colons correctly?
- commas correctly?
- apostrophes correctly?

Get Intense about the Sentence

- Does every verb agree with its subject?
- If I have used multiple verbs with the same subject, does each verb agree?
- Do verbs agree with compound subjects and indefinite pronouns?

Check every sentence for the following errors:

- Fragments
- Run-on sentences
- Comma splices
- Problems with parallel structure
- Misplaced or dangling modifiers

What's the Word?

- Have I mixed up commonly confused words?
- Are there commonly misspelled words in my document?
- Have I used adjectives and adverbs correctly?
- Have I used plural nouns when needed, and have I considered irregular nouns including non-count nouns?
- Have I used the correct article – *a*, *an*, or *the* – whenever necessary?
- Have I made each word count by using direct and precise phrases?

