Proofreading and Editing Checklist

Name: 
Date: 

Title: 
Text Type: 

Punctuation:
I have included:
capital letters for:
  beginning sentences
  proper nouns
  titles
question marks
full stops
commas:
in lists
for pauses
to make meaning clear
apostrophes:
  for grammatical contractions
  to show ownership
exclamation marks
quotation marks
colons:
in titles
for offset lists
brackets
hyphens

Spelling:
I have:
checked the spelling of unknown words
not confused words that sound the same
used the correct ending for plurals

Language Features:
I have included:
a variety of different verbs
correct verb tenses
correct verb-subject agreement
appropriate adverbs to describe verbs
suitable nouns
appropriate pronouns
interesting adjectives
suitable conjunctions
a variety of prepositions
paragraphing as appropriate
no double negatives

Writing:
I have read through my writing to check that:
it makes sense
it is easy to understand
there are no repeated or omitted words
there are no errors of fact