

Proofreading Checklist

Proofread 24 hours after finished writing if you have the time

Proofread forwards for content

Proofread backwards word by word for spelling errors that Spell Check may not catch

First proofread the body of the document, then proofread the accuracy of the headings

Proofread your document for one type of error at a time, then proofread for the next type of error, etc. (spelling, font sizes, verb tenses, varied sentence starters, etc.)

When editing for content, highlight sentences that do not answer the question (who, what, where, why and when) to revise after a full review

Some of the “sentences” might actually be dependent clauses

If you are describing a process including a list, follow through the steps yourself to make certain they are correct and in the correct order

As you read (out loud) each paragraph, make certain that the sentence structures are varied.

Too many sentences that start with a dependent clause is not advisable. Or too many long or wordy sentences can frustrate your reader.

Check Subject/Verb agreement

Make certain that the verb tense is the same in all sentences/paragraphs

Upper case all proper nouns and appropriate words

Lower case all appropriate words

Use many action verbs as it makes sentences stronger

Check for run-on sentences (for about 4 lines of typed text)

Add punctuation as needed

Check for dependent clauses (a clause without the subject and verb) standing alone

When you read a dependent clause you will have questions

When you read an independent clause you will NOT have questions