

Proofing Checklist

Paragraphs:



- Are your paragraphs indented?
- Does each paragraph have one main idea?
- When using dialog, have you started the remarks of each speaker as a new paragraph?

Sentences:



- Are your sentences complete?
- Have you used a variety of words to begin your sentences?
- Do you have choppy sentences that you can combine?
- Are there any run-on sentences you need to split up?
- Do your subjects and verbs agree in every sentence?
- Does every sentence make sense?

Words:



- Are any words misspelled?
- Are any words missing or repeated?
- Do any weak words need to be replaced with colorful or powerful words?