★ Proofreading Checklist ★

Does your paper have mistakes that might make it difficult to read and understand? Read each question below. Then check your paper. Correct any mistakes you find. After you have corrected them, put a check mark in the box next to the question.

- ☐ 1. Did I spell all words correctly?
- ☐ 2. Did I indent each paragraph?
- ☐ 3. Does each sentence state a complete thought?
- ☐ 4. Are there any run-on sentences or fragments?
- ☐ 5. Did I begin each sentence with a capital letter?
- ☐ 6. Did I capitalize all proper nouns?
- ☐ 7. Did I end each sentence with the correct end mark?
- ☐ 8. Did I use commas, apostrophes, and quotation marks correctly?

Are there other problem areas you must watch for? Make your own proofreading checklist.

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