



PROOFREADING CHECKLIST

Use the Proofreading Checklist each time you complete a rough draft and again after your final draft. As you go through each part, put a check mark in the blank. Be sure to make copies of the blank Proofreading Checklist to keep with your homework supplies.

SUBJECT OF REPORT _____

DUE DATE _____

_____ The title of the paper is suited to the subject.

_____ The paper is well organized with a clear introduction.

_____ I have put in all capital letters, commas, periods and apostrophes where needed.

_____ Every sentence is a complete sentence.

_____ Each paragraph has a topic sentence that tells what the paragraph will be about.

_____ I have used descriptive words to make my paper more interesting.

_____ The paper contains specific facts and information about the subject.

_____ I have read my paper out loud, or reread it, and it says what I want it to say.

_____ The last sentence of the paper lets the reader know that the paper is finished.

_____ I have done at least one rough draft of the paper.

_____ I have checked the final paper for spelling errors.

_____ This is my best work.