

PROOFREADING CHECKLIST

- ❑ Use this chart to self-edit your own writing before you do a final copy.
- ❑ Read your work and look for just ONE very specific error at a time. You will get better at finding and correcting your own mistakes.
- ❑ Get your friend, teacher or parent to double check for any difficult features.
- ❑ Always read your final copy out loud to yourself to check that it makes sense.

Features	Check	Double check
1. Paragraphs <ul style="list-style-type: none"> • topic sentence to introduce what the paragraph is about • two or more supporting sentences • closing sentence • contain only one main idea • not too many conjunctions - and, but • start with a variety of different words 		
2. Sentences <ul style="list-style-type: none"> • start with a capital letter • end with a full stop, question mark or exclamation mark • arranged in logical order and make sense • contain a complete thought or idea • commas to represent a pause, words in a list 		
3. Punctuation <ul style="list-style-type: none"> • capital letters are used for names of places, people • apostrophes are used to show ownership or missing letters • speech marks are used for dialogue • quotation marks for books or films 		
4. Spelling <ul style="list-style-type: none"> • homophones (eg. their/there) are used correctly • difficult words are spelled correctly 		
5. Tenses <ul style="list-style-type: none"> • the same tense is used throughout • used -d and -ed endings on past tense verbs 		