

## PEER EDITING / SELF EDITING

### 3. PROOFREADING CHECKLIST

1. Make sure that every sentence begins with a capital letter and ends with a period, questions mark, or exclamation point.
2. Make sure that every proper noun (name) begins with a capital letter.
3. Check for homonyms, words that sound the same, but have different meanings and are spelled differently: **their/there/they're, two/too/to, accept/except, and its/it's**. Make sure that you have used the correct word.
4. Check that your subjects and verbs agree. This can often be a problem if there are other words between the subject and the verb. For **eg. One of the sisters live near me**. This is correct. The writer has made the verb, live, agree with the noun, sisters. However the word sisters, is not the subject of the sentence. The word one is. The correct version is. **One of the sisters lives near me**.
5. Check that you are using a consistent tense. In other words, you should not be switching back and forth between past and present tense. **Eg In that story, Harold is the main character. He has a pet cat. Harold was sad when the cat got lost**. Do you see the tense shift between the first two sentences and the third one?
6. Make sure that you are using complete sentences. **Eg. Harold was sad. When the cat got lost**. When the cat got lost is a sentence fragment. It is not a complete thought and it is not a complete sentence. It needs to be joined to Harold was sad, as in the example in number 5.
7. Check for run-on sentences. These are sentences that are put together without using a joining word (eg and, but, or). **Eg He had a pet cat he was sad when it got lost**. This is one type of a run-on sentence. It should read: He had a pet cat. He was sad when it got lost. Another correct option would be: He had a pet cat, and he was when it got lost. Another type of run-on sentence is when too many sentences are put together with joining words. **Eg. In the story, Harold is the main character, and he has a pet cat, and he was sad when the cat got lost, but he found the cat in the nearby park, and he brought it home, and it was really glad to see him**. This sentence should be divided into at least three sentences.
8. Did you use apostrophes when you used the possessive form? (exception: its.) **Eg. That is my brother's car**. (possessive) **He has two brothers**. (Plural no apostrophe).
9. Have you given your composition an appropriate and interesting title.
10. If this is a formal writing situation, make sure that you avoid using slang. Internet abbreviations (**eg. "u" – for you**), or emoticons, such as: :) :^):^ ( Also in a formal writing situation, numbers should be written out in full text ("**ten**", not "**10**"), unless they are more than three words, ("**147**", "**Not one hundred forty seven**").
11. Have you used commas properly? Use commas for lists. **Eg. He bought apples, pears, and oranges**. Use commas when you are joining two complete sentences using a conjunction, such as and, but, or or. **Eg. He went to the store, and he bought some milk**. Use commas after an introduction to sentence. **Eg. When he got there, the store was out of bananas. On the other hand, there were plenty of grapes**.
12. Have you avoided these common areas? **Alot – incorrect... Correct version – a lot, would of, could of, or should of – incorrect.. Correct version – would have (or would've), could have (or could've), should have (or should've)**.

The list includes most of the more common errors that high school students make. For more information, or for other kinds of errors, see your writers handbook.

What I did well:

What I need to work on to improve: