

## Final Editing and Proofreading Checklist

### A. Check Content (Have you done what you set out to do?)

- ✓ All ideas are clear and fully developed
- ✓ All ideas support the main idea and relate to each other
- ✓ All ideas are supported with adequate details
- ✓ Unnecessary details are deleted
- ✓ The opening closing are strong

### B. Check language (Is it easy to follow?)

- ✓ Unnecessary words are deleted
- ✓ Transitions are used to move between ideas
- ✓ Sentences are properly constructed
- ✓ Word selections are accurate and specific

### C. Check format

- ✓ The form/layout of information is appropriate for the audience or assignment: checklist, paragraph, PowerPoint presentation, composition, speech, essay
- ✓ An appropriate and interesting title
- ✓ A new paragraph is used every time you change to a new idea or speaker
- ✓ Include your name, the date, and the assignment title
- ✓ Use only one side of the page

### D. Check grammar, punctuation, and spelling

#### **Grammar:**

- ✓ All subject and verbs agree
- ✓ Verb tense is consistent and correct
- ✓ Parallel structure is maintained

#### **Punctuation:**

- ✓ Apostrophes with all possessive nouns
- ✓ Each sentence begins with a capital and finished with end punctuation
- ✓ Proper names are capitalized
- ✓ Quotations marks are used correctly where appropriate

#### **Spelling:**

- ✓ Use spell check to catch obvious spelling errors
- ✓ There are no homonym errors (its/it's; their/there/they're; your/you're
- ✓ No texting language (small i)