

Proofreading

Capitalization – 1st Read-Through

C

- ☐ I checked that the first word in each sentence is capitalized.
- ☐ I checked that all the proper nouns are capitalized (the names of specific people, places, things, and any titles).

Organization- 2nd Read-Through

O

- ☐ I checked that all the words in my writing are in the correct order.
- ☐ I checked to see if I left out any words.
- ☐ I checked to see if I added words that I don't need.

Punctuation- 3rd Read-Through

P

- ☐ I have checked that I have the correct punctuation at the end of every sentence (? . !).
- ☐ I have added commas where they are needed (in a series, in compound sentences, city and states).

Spelling- 4th Read-Through

S

- ☐ I have checked the spelling of all the words that I know.
- ☐ I have used a resource to help me spell all the words that I am not sure about (a dictionary, a thesaurus, or a person who is a good speller)

