

Proofreading Checklist

Ask yourself each question. Check your paper for mistakes. Correct any mistakes you find. Put a check in the box when you find no more mistakes.

- 1. Did I indent each paragraph?
- 2. Does each sentence tell a complete thought?
- 3. Do I have any run-on sentences?
- 4. Did I spell all words correctly?
- 5. Did I begin each sentence with a capital letter?
- 6. Did I use capital letters correctly in other places?
- 7. Did I end each sentence with the correct mark?
- 8. Did I use commas and apostrophes correctly?

