

## 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 is placed at the top of the page
- ☐ A new paragraph is used every time you change to a new idea or speaker
- ☐ Your name, the date, and the assignment title is placed at the top right of the page
- ☐ Only one side of the page is used

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

#### Grammar:

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

#### Punctuation:

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

#### Spelling:

- ☐ Spell check is used to catch obvious spelling errors
- ☐ There are no homonym errors (its/it's; their/there/they're; your/you're
- ☐ Texting language is not used (small i)