

Name _____

Date _____

Checklist for Revising and Proofreading

Questions for Revision

- | | |
|--|--|
| <input type="checkbox"/> Do my paragraphs begin with clearly stated main ideas in topic sentences? | If not, how can I make the main ideas of each paragraph clearer to readers?

_____ |
| <input type="checkbox"/> Do my paragraphs end with a concluding sentence that sums up the main idea? | If not, how can I sum up each paragraph?

_____ |
| <input type="checkbox"/> Do the details and facts in each paragraph support that paragraph's main idea? | If not, which should I remove or change?

_____ |
| <input type="checkbox"/> Have I left out any key facts or key supporting details? | If so, what are they and where can I add them?

_____ |
| <input type="checkbox"/> Have I made any factual errors or included any irrelevant details in the piece? | If so, how can I correct them?

_____ |
| <input type="checkbox"/> Are any ideas in the wrong place in the piece? | If so, where should I place the ideas?

_____ |
| <input type="checkbox"/> Did I write each of my sentences as clearly as I could? | If not, how might I improve unclear sentences?

_____ |

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- Should I replace any words or phrases with stronger ones? If so, what are the new words and phrases?

Questions for Proofreading

Place a check in the box next to each question that you can answer “yes” to. If you cannot answer “yes,” return to your essay and make the necessary corrections.

- Have I indented every paragraph?
- Does each sentence express a complete thought?
- Have I capitalized everything in my essay correctly?
- Have I used appropriate and consistent language and tone?
- Have I used the appropriate punctuation at all times in my essay?
- Have I corrected any misspellings and looked up those words of whose spelling I am unsure?