

Proofreading Checklist

Grammar and Usage

- ☐ *Did I use complete sentences?*
- ☐ *Did I correct all run-on sentences?*
- ☐ *Did the verbs I use agree with their subjects?*
- ☐ *Did I use the correct pronouns?*
- ☐ *Did I use adjectives and adverbs correctly?*

Punctuation and Capitalization

- ☐ *Did I begin each sentence with a capital letter?*
- ☐ *Did I end each sentence with the correct end mark?*
- ☐ *Did I use commas, quotation marks, apostrophes, and other punctuation marks correctly?*
- ☐ *Did I capitalize proper nouns and the pronoun I?*

Spelling

- ☐ *Did I spell every word correctly?*
- ☐ *If a word is a homophone, did I use the correct one?*

For a printable version, see www.grammarworkshop.com.