

Editing and Proofreading Checklist

(In large part taken from *English Language Arts Handbook for Secondary Students*, page 112)

Using each of the identified colours, read through your essay and identify areas requiring revision.

- Is everything **spelled** correctly? Have I checked every word I'm not sure about, using an electronic speller, a spell checker, or the dictionary?
- Is my **punctuation** correct? Do I have enough commas? Do I have too many?
- Have I **capitalized** everything properly?
- Are my **sentences** properly constructed? Do I have any run-on sentences? Do I have any fragments? Tip: Read your work outloud to listen for these types of errors.
- Do all my **sentences** make sense? Have I accidentally left out words? Tip: Read your work outloud to hear how it flows.
- Do I have **variety in my sentence structure**?
- Are my **word choices** understandable to my audience? Does my word choice make sense in the context of the sentence?
- Is my **point of view (3rd person)** consistent? Have I removed all 1st person (I, me, we, our, us, my) and 2nd person (you, your) references?
- Is my **verb tense** consistent? Did I consistently use only past tense or present tense and not a mixture? (Remember, past tense of *is* = *was*)

Note: You will have to read through your essay once for each item on the list. It's impossible to catch all of the bulleted items at once, so focusing only on spelling during your first read through and then focusing only on your punctuation on your second read through, and so on through the checklist, will help you edit more precisely.