

# CHECKLIST FOR REVISING AND PROOFREADING

## Revising

1. Read your paper aloud to test for overall sense and sound.
2. Check your sentences for rhythm, balance, and correctness. Is each sentence clear, concise, and colorful? Does each express a complete thought (no fragments)? Is each punctuated as a complete sentence (no comma splices or run-ons)?
3. Have you used a combination of sentence length, types and arrangements? Doing so will add variety and interest to your writing.
4. Check your sentence beginnings. Do not, for example, start sentence after sentence with the subject.
5. Check each simple sentence to ensure effective use of prepositional phrases, participial phrases, and appositives.
6. Check each compound sentence to make sure it shows the proper relationship between the two ideas expressed. Use the best coordinate conjunction (and, but, or, nor, for, yet, so) for each sentence.
7. Have you used subordination effectively in each of your complex sentences? Is the most important idea expressed in the

independent clause and the less important ideas in dependent clauses?

8. Locate and replace any words which are too general or overused to be effective. Use nouns which are specific, adjectives and adverbs which are fresh and colorful, and verbs which are lively and vivid.
9. Make sure your writing is concise. Take out any words, phrases, or ideas which are repeated unnecessarily, which sound flowery, or which pad rather than add to an explanation or description.
10. Replace any words or phrases which may confuse the reader, such as misplaced and dangling modifiers, ambiguous wording, and double negatives. Also define any terms which your reader may not understand.
11. Improving the style and clarity of your writing by using a simile, metaphor, or analogy whenever comparing something unfamiliar to something familiar might help the reader. Use repetition or parallel structure to add emphasis to those ideas you feel need more attention.
12. Replace any supporting examples or reasons which do not clearly illustrate or prove the point you are trying to make. Add

supporting detail wherever they are needed. (Ask when, where, why, how, to what extent, etc. about each of your ideas.

13. Study each paragraph for overall effectiveness and clarity. Does each paragraph have a clear purpose and focus (topic sentence)? Is each major idea fully developed and supported? Are the details arranged logically? Have you used appropriate transitions within and between paragraphs?
14. Is your writing consistent in tone and structure? Does it sound sincere and natural? Does it accomplish what you set out to accomplish?

## CHECKLIST FOR REVISING AND PROOFREADING

### Proofreading

1. Check your writing for any words or phrases which may have been left out.
2. Check your writing for spelling capitalization and punctuation error.

3. Correct any usage errors.
4. Be sure each subject agrees with each verb and each pronoun with its antecedent.
5. Follow all the rules and guidelines given to you regarding your final copy. Use the correct paper, margins, and spacing. Always use ink for (or type) your final copy. Keep your paper neat and hand it in on time.