

Proofread

Proofread for Content

Read your writing out loud.

Ask . . .

Do ideas make sense?

Are ideas in the right order?

Are any ideas repeated?

Are questions unanswered?

Does the verb tense remain the same throughout the writing?

Proofread and Edit the form and Punctuation

Ask . . .

Did I indent the first word of each paragraph?

Did I begin each sentence with a capital letter?

Did I end each sentence with the correct mark?

Did I use capital letters correctly?

Did I spell each word correctly?

Did I use my best handwriting?

Remember: Revise, Edit: Revise, Edit