My Proofreading Checklist

Good proofreading means looking out for my most common mistakes. Here are a few I should focus on...

☐ Look out for ____________________________

Explanation/Example:

☐ Look out for ____________________________

Explanation/Example:

☐ Look out for ____________________________

Explanation/Example:

☑ Also, don’t forget to READ IT OUT LOUD, even if it seems silly at the time.

Questions to Think About When Revising Your Paper

from Tutoring Writing by Donald A. McAndrew & Thomas J. Reigstad
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FOCUS/THESIS

☐ What’s the central issue or idea of your piece?
☐ What’s the one dominant impression you want it to make?
☐ If your roommate, colleague, or sibling walked up to you and asked what you were writing about, what would you say?
☐ Does everything in my paper somehow relate to my thesis?

ORGANIZATION/STRUCTURE

☐ How did you tie each part/subpart to the thesis/focus?
☐ What do you think a reader would see as the major parts or main ideas of your piece?
☐ Do you think the piece could be improved by reordering the major parts or the subparts of a specific question?
☐ Are the divisions and transitions between the ideas/parts clear and noticeable to the reader?

DEVELOPMENT

☐ Where do you think a reader might want you to tell more?
☐ If you read this aloud to a few readers, what do you think their first questions would be about?
☐ If the parts with lots of information were black, parts with less info gray, and those with even less info white, what color would this part of the paper be?