

Proofreading Checklist

Name: _____

Trimester: 1 2 3 Year: 2011-2012 Homeroom: _____

Circle each item as you complete it.

1. I read my writing out loud to check for complete sentences and commas. There are no run-on sentences or fragments.
2. I began every sentence with a capital letter and ended with the correct punctuation mark. Exclamation marks are only used in dialogue.
3. I spelled all words correctly.
4. I capitalized names of people and places.
5. I capitalized each word in the title except: *and, but, or, a, an, the*, and prepositions that are fewer than five letters long (*from, to, in, out, on, of, over*, etc.). First word of a title is always capitalized.
6. I checked the back of this sheet for commonly misspelled words, especially contractions.
7. Possessive words have apostrophes: My mom's car; the day's race. Plural words not possessive do NOT get apostrophes: Dogs are cute and fuzzy.
8. My essay has an introduction about my topic in general. The introduction is a separate paragraph.
9. My essay contains several paragraphs, each with a separate idea. Each paragraph is indented, and there is a blank line between paragraphs on the final hand written draft. (Typed essays do not have extra blank lines.)
10. Hand written first drafts are double spaced. Hand written final drafts are written very neatly in cursive, and are single spaced. Typed essays are double spaced, and have **two spaces after every sentence**.
11. The numbers one through ten are spelled with letters; numbers over ten are written with numbers *unless* they begin a sentence.
12. Book titles are italicized. Poems are in quotation marks. Movies are italicized. Television shows are italicized. Songs are in quotation marks. Note: when hand writing a paper, you underline instead of italicizing.
13. I didn't use "would" or "will" with past tense verbs. For example, I said, "Joey's mom made Joey behave" instead of "Joey's mom would make him behave."
14. I crossed out most of my "thats." For example: "I think that my room is a pig pen" should be "I think my room is a pig pen." I did not start any sentences with "so" or "because."
17. My essay stays in one verb tense, usually past tense.
18. I didn't use "you" or any words containing you such as *you're* or *your*.

(Use the other side, too !)

Commonly confused words:

<p>hear [verb] <i>to receive sounds through the ears</i> When did you <i>hear</i> the news?</p> <p>here [adverb] <i>in this place</i> The mail is <i>here</i>.</p>	<p>their [possessive form of <i>they</i>] <i>Their</i> pitcher struck out six players.</p> <p>there [adverb] <i>a place</i> [also used to begin a sentence] I'll see you <i>there</i>. <i>There</i> are more than two million books in the Harold Washington Library in Chicago.</p> <p>they're [contraction of <i>they are</i>] <i>They're</i> right behind you.</p>
<p>its [possessive form of <i>it</i>] You cannot judge a book by <i>its</i> cover.</p> <p>it's [contraction of <i>it is</i> or <i>it has</i>] <i>It's</i> your turn, Theresa. <i>It's</i> been a long day.</p>	<p>threw [verb, past tense of throw] <i>hurled</i> Zack <i>threw</i> the ball to me.</p> <p>through [preposition] Let's walk <i>through</i> the park.</p>
<p>to [preposition] We drove <i>to</i> Mexico City.</p> <p>too [adverb] <i>also; more than enough</i> Am I invited, <i>too</i>? Your poem has <i>too</i> many syllables to be a haiku.</p> <p>two <i>one plus one</i> Ms. Red Cloud's last name is <i>two</i> words.</p>	<p>your [possessive form of <i>you</i>] Rest <i>your</i> eyes now and then when you read.</p> <p>you're [contraction of <i>you are</i>] <i>You're</i> my best friend.</p>
<p>were [verb] past tense of <i>to be</i> The books <i>were</i> on the table.</p> <p>we're [contraction of <i>we are</i>] <i>We're</i> going to see the play.</p>	