

Proofreading Checklist



Content & Ideas

- Have I fully answered all parts of the prompt?
- Are my ideas and/or arguments clear and supported with examples?
- Did I stay on topic throughout the paper and each paragraph?



Organization

- Does my paper have a clear introduction, body, and conclusion?
- Do my paragraphs focus on one topic each?
- Are my ideas presented in a logical order?



Sentence Clarity & Style

- Are my sentences clear and easy to understand?
- Did I vary sentence length and structure?
- Have I avoided using overly casual language?



Grammar & Mechanics

- Did I check for subject-verb agreement?
- Are my verb tenses consistent?
- Did I avoid sentence fragments and run-ons?



Punctuation & Spelling

- Did I use commas, periods, and other punctuation correctly?
- Did I use spell check, Grammarly, or another tool to correct spelling errors, typos, or repeated words?



Formatting & Citations

- Did I follow the required formatting rules (MLA, APA, etc.)?
- Are my in-text citations and works cited or references list correctly formatted?
- Is my paper formatted with the appropriate margins, heading, header, and font?

Want another set of eyes on your paper before you proofread?
Scan the QR code to book an appointment with a coach today!

