

Proofreading Checklist

1) Is the **heading** correct?

2) Is the entire essay in **MLA format** (with double-spacing throughout, no extra spaces anywhere, 1-inch margins on all 4 sides, and 12-point Times New Roman font or comparable-sized font)?

3) Is the essay properly organized into **five paragraphs**?

4) Is your chosen **quotation** incorporated smoothly, in a way that makes the speaker and context clear to the reader? Is the quotation punctuated and cited correctly, as well?

5) Are all **capitalization rules** followed—including capitalizing the pronoun “I” and all proper nouns and proper adjectives?

6) Are there any of these **major sentence-errors** that seriously distract the reader?

- **Run-On Sentence (ROS)** – Two independent clauses joined without any punctuation at all
- **Rambling Sentence (Rambl)**– Multiple clauses and phrases strung together into a rambling sentence that goes on too long or in too confusing a fashion
- **Fragment (FRAG)** – a group of words that looks like a sentence but does not express a complete thought
- **Comma-Splice (CS)** – Two independent clauses joined with only a comma by itself (a comma isn’t strong enough to do this by itself)

7) Are there any **AWKWARD sentences**, or sentences that are clumsy or difficult to understand?

8) **Word Choice** – Are there any **imprecise words** (words that are too vague, such as “things” or “stuff”) or **inappropriate words** (words that are too “slangy” or informal for your audience)?

9) Are there any **spelling** errors?