

English 7

Revising & Proofreading Checklist



REVISING

Topic Sentence

- 1) My topic sentence situates the reader (who, what, where, etc.) _____
- 2) My topic sentence mentions my three main ideas _____

Body

- 4) My general statements and/or supporting details are arranged in *chronological order* or in *order of importance* _____
- 5) General statements expand and explain the 3 main points (EXP) _____
- 6) Supporting details are *highly specific* and can be page tested (PT) _____

Conclusion

- 7) My conclusion introduces a new thought, comparison, or opinion _____

PROOFREADING

- 1) Does your paragraph have any sentence errors (fragments, run-ons)?
- 2) Have you used verbs and pronouns correctly (no vague pronouns)? Do you use the same verb tense throughout (either present or past)?
- 3) Have you capitalized properly?
- 4) Have you used the correct format for quoting? (if applicable)
- 5) Have you used punctuation marks (periods, commas, semicolons, colons, etc.) where they are needed?
- 6) Have you checked the spelling of any words that do not look right or that you often misspell?
- 7) Have you double spaced? Are your name and the date in the upper right corner?
- 8) Does your paragraph have an appropriate title?