PROOFREADING / EDITING 1

When you write something, you need to re-read it several times.

➢ Read your writing first to check for organization:
  o Is my main idea clear and logical?
  o Does each paragraph deal principally with only one idea?
  o Are the sentences clearly linked?
  o Are the paragraphs organised logically?

➢ Read it a second time to check for grammar and errors of style.
  o Is each sentence a complete sentence?
  o Is there agreement between subject and verb, pronouns and nouns?
  o Are verb tenses appropriate?
  o Is vocabulary, spelling, punctuation accurate?