

# Proofreading Checklist

1. For best results, this checklist should be used on drafts that are as close to being finished as possible. Otherwise, when you revise or rearrange your paper, you'll need to proofread all over again because many of your sentences will have changed.
2. Review the entire draft and put a mark in the table for each error you notice. Don't worry too much about this step—you goal is to identify the patterns of errors in the paper, rather than to identify every single error. The "Proofreading Techniques" handout can help you locate errors efficiently. (All UWC handouts are available online at <http://reach.ucf.edu/~uwc>). Software programs such as Editor can also help you with this step. (This program is available for use in the UWC—bring a copy of your paper on a computer disk. For information about purchasing Editor, see <http://www.mla.org>).
3. Identify a priority level for each type of error. Which errors are most important for you to fix? The "Proofreading Priority Guidelines" handout may help you decide. (All UWC handouts are available online at <http://reach.ucf.edu/~uwc>).
4. Address each error in order of its importance to you. Try to fix all examples of one type of error before you proceed to the next type of error.

<b>Error</b> "Example of Error" or <i>Explanation of error</i>	<b>Number of Times Noticed</b>	<b>Level of Importance</b>
<b>Sentence Fragment</b> "Looking out the window."		
<b>Dangling or misplaced modifier</b> "While driving down the street, the baby fell asleep."		
<b>Double negative</b> "I don't want to hear no more of that."		
<b>Faulty Parallelism</b> "I really love babies' smiles, beautiful rainbows, and getting tattoos."		
<b>Wrong tense, verb form, or ending OR unnecessary shift in tense</b> "He brung his uncle to the apartment." "She park the car on the street." "After they saw each other, they run away fast."		
<b>Fused or run-on sentence</b> "I just love punctuation it is my sole reason for living."		
<b>Unnecessary comma(s)</b> "I always say that, you shouldn't marry someone, who enjoys sleeping under a car."		
<b>Comma instead of period or semi-colon (comma</b>		

<p><b>splice)</b>          “My verbal scores are not low, my math skills have always been high.”</p>		
<p><b>Missing comma(s) with nonrestrictive element, compound sentence, series of items, or introductory element</b>          “His mother who always wears a UCF jersey really doesn’t like sports.”          “She pretends to watch the games but she spends all her time solving differential equations.”          “When she packs her cooler she always includes light beer and a math textbook.”</p>		
<p><b>Missing or misplaced possessive apostrophe (including confusion of it’s and its)</b>          “That kid is Owens best friend.”  <i>“it’s”=it is; “its” is parallel to “his” and “hers”—no apostrophe</i></p>		
<p><b>Failure to capitalize proper names</b>          “A famous symphony was written by beethoven.”</p>		
<p><b>Lack of agreement between subject and verb</b>          “Billy and Susan goes shopping.”</p>		
<p><b>Lack of agreement between pronoun and antecedent</b>          “When someone gets married, they often tell their friends.”</p>		
<p><b>Wrong or missing preposition</b>          “Some think we need to change the spelling rules so that people will be incapable from misspelling.”</p>		
<p><b>Vague pronoun reference</b>          “Some people focus only on low salary, which can result in an unhappy experience.”</p>		
<p><b>Wrong word</b>          “They fell off there chairs laughing.”</p>		
<p><b>Subjective-case pronouns used as objects</b>          “I’d keep this between you and I.”</p>		
<p><b>Objective-case pronouns used as subjects</b>          “Her husband and her agreed that her grammar needs work.”</p>		
<p><b>“Be” verbs</b>  <i>These verbs (am, is, are, was, were, be, being, been) are not errors, but they can be a symptom of unnecessary wordiness or passive voice.</i></p>		
<p><b>Wordiness</b>  <i>Using more words than necessary can make your ideas difficult to understand.</i></p>		