

Proofreading Rubric

Read your paper backwards (*last sentence first*) and check for:

1. _____ run-ons
2. _____ fragments
3. _____ spelling
4. _____ homophones (its, it's, etc.)
5. _____ wrong word = ww (then vs. than)
6. _____ comma errors
 - dep. , Ind. Or ind. Dep.
 - * ind. , and Ind.
 - * ind. ; however, Ind.
 - * ind. ; Ind.
 - * ind. : FRAGMENT OR LIST.

7. _____ possessives v. contractions (eliminate contractions in formal papers)

8. _____ agreement

- subject/verb (He *seen* her buy the gift.)
- pronoun/antecedent (*Everyone* has *their* own opinon.)

REVISION CHECKLIST

1. _____ IDEAS: audience appropriateness; language that shows NOT tells; logical arguments; concepts connect readily from one to the other
2. _____ ORGANIZATION: Intro: (hook or discussion; thesis) Body: (clear topic sentences; at least three items of support used in a paragraph; clear concluding sentence that connects back to topic sentence)
3. _____ SENTENCE FLUENCY: mixture of short, medium, and long sentences; parallelism; one word sentences; repetition)
4. _____ DICTION: sophisticated vocabulary; precise nouns; vivid verbs; few adjectives; alliteration; assonance; figurative language

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