

Proofreading Checklist

- This proofreading checklist should be used on drafts that are as close to finished as possible.
- Review the entire draft and note the number of times you identified the error and where they appeared in your draft (if possible).
- Identify a priority for the error. Does it affect the readability of your paper? Can you determine which areas are most important to fix?

Error Example/Explanation	Number of Times Identified and Location	Priority
Sentence Fragment "Looking at the library."		
Double Negative "I don't want to see no more of that."		
Fused or Run-on Sentence "I love grammar it is my reason for living."		
Unnecessary comma(s) "I always say that, you shouldn't marry someone, who enjoys sleeping under a car."		
Comma Splice (comma instead of semi colon or period) "My presentation skills are not weak, my writing skills have always been stronger."		
Lack of agreement between subject and verb "Mary and Jim goes to the bookstore."		
Wrong Word "They fell off there chairs in shock."		
"Be" Verbs 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.		
Vague Words These words can be vague and difficult for the reader to understand (this, things, some, a lot, it, they, a few, several, get, these)		



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