Basic Editing Checklist

Strategies (Try them all and then just do the ones that work for you)

☑ Work with a *printed* copy of your paper.
☑ Proof your work once after you finish writing, and again (preferably several days) later.
☑ Read your paper aloud slowly, and fix whatever sounds awkward.
☑ Have another person or Kurzweil read it aloud. Fix whatever sounds awkward.
☑ Read your work backwards from the last sentence to the first sentence.

Spelling

☑ Use Spellcheck (with caution)
☑ Make a list of common words that you misspell. Check it as you edit.

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☑ Note and carefully check homophones. (Fill in the blanks with homophones that you frequently confuse.)

___ they’re/there/their ___ it’s/its ___ ___________

___ ___________ ___ ___________ ___ ___________

___ ___________ ___ ___________ ___ ___________

Punctuation and Grammar (Add categories for your most common mistakes)

☑ No fragments
☑ No run-ons
☑ Periods and commas in place
☑ Question and quotation marks in place
☑ Awkward sentences revised

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Helpful Websites

A list of commonly confused homonyms, including definitions:

An extensive list of homophones, but without definitions:
http://www.educationoasis.com/curriculum/Lang_Arts/resources/homophones.htm