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.

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

- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
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