



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:

[http://en.wikipedia.org/wiki/List of commonly confused homonyms](http://en.wikipedia.org/wiki/List_of_commonly_confused_homonyms)

An extensive list of homophones, but without definitions:

http://www.educationoasis.com/curriculum/Lang_Arts/resources/homophones.htm