Proofreading Checklist for Your Final Draft

1) Make sure you have topic sentences that start off each paragraph. These topic sentences should introduce the reader to the topic of your entire paragraph. Sometimes the best time to write them is after you’ve written the rest of the paragraph.

2) Make sure you have appropriate transitions at the end of each sub point and/or paragraph that link the idea from the previous paragraph to the idea to be explored in the next paragraph.

3) Make sure your paragraphs have appropriate paragraph breaks to rest the reader’s eyes and train of thought. A paragraph should go no longer than 2/3 of a page and an entire sub point often cannot fit into just one paragraph.

Conduct two of the following proofreading strategies when proofreading the final paper:

1) Read your paper with your finger under each line to prevent you from skipping ahead. Going slower will prevent you from missing small errors.

2) Read the paper one sentence at a time starting from the last sentence of the text. So, read each sentence forwards, but in reverse order of sentences. This will help you to concentrate on individual errors in sentences and help you avoid reading too fast so sentences run together.

3) Read the text out loud to yourself and a tutor/family member/friend. It might sound silly, but if you read aloud you will force your brain to slow down to the speed of your talking voice. You will see more errors this way than just scanning the paper with your eyes.

4) Print the paper out and read it with a pen in hand. You’ll be surprised how many errors you missed scanning the paper on the computer screen.