

Personal Proofreading Checklist

Listed below are some of the most common surface writing errors. As you and your tutor work on your writing, identify your own errors and look up the rules for correct grammar-mechanics in a handbook (St. Martin's, Scribner, Blair).

Use this checklist as a proofreading tool to help you correct your mistakes in the future.

Apostrophes _____

Colons _____

Commas _____

Diction _____

Fragments _____

Pronoun shifts in gender and number _____

Run-on sentences _____

Semicolons _____

Spelling _____

Subject-verb agreement _____

Transitions _____

Vague pronouns _____

Verb tense shifts _____

Wordiness _____