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 _____________________________________