

PROOFREADING / EDITING 1

When you write something, you need to re-read it several times.

- Read your writing first to check for **organization**:
 - Is my main idea clear and logical?
 - Does each paragraph deal principally with only one idea?
 - Are the sentences clearly linked?
 - Are the paragraphs organised logically?

- Read it a second time to check for **grammar** and **errors of style**.
 - Is each sentence a complete sentence?
 - Is there agreement between subject and verb, pronouns and nouns?
 - Are verb tenses appropriate?
 - Is vocabulary, spelling, punctuation accurate?