PROOFREADING CHECKLIST

1. NEW PARAGRAPH
2. DELETE
3. INSERT
4. SPACING
5. TRANSPOSE
6. MOVE RIGHT/LEFT
7. THESIS STATEMENT
8. TOPIC SENTENCE/SUPPORTING DETAILS
9. TRANSITION NEEDED
10. INTRODUCTION/CONCLUSION
11. WORD CHOICE
12. CHRONOLOGICAL ORDER
13. SENTENCE STRUCTURE
14. CAPITALIZATION ERROR
15. SPELLING ERROR
16. PUNCTUATION ERROR