

Proofreading Checklist

Make all corrections directly on the memoir

- ☐ The point of view is consistent (1st or 3rd person)
- ☐ The tense is consistent (always in the past, OR always in the present)
- ☐ All paragraphs are indented
- ☐ All sentences begin with a capital letter
- ☐ Each sentence ends with proper punctuation (. ! ?)
- ☐ All proper nouns are capitalized
- ☐ Commas are used correctly
- ☐ Quotation marks are used correctly
- ☐ Apostrophes are used correctly
- ☐ There are no spelling mistakes (if you're unsure, look them up!)
- ☐ There are no homonym mistakes (e.g. to too two)
- ☐ All sentences are complete—no comma splices, run-ons, etc.
- ☐ Dialogue is placed in separate paragraphs
- ☐ There are no unnecessary words, phrases, or sentences
- ☐ There is a variety of sentences
- ☐ Comments:

| YES | NO |
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Declaration

I, _____, declare that I have checked _____'s composition carefully for errors. I have ticked the boxes above to show which aspects of the composition I have checked. I understand that I may lose marks if I have done a shoddy editing/proofreading job. I also understand that while my job is to suggest revisions, it is the author's job to include the revisions in his/her final draft where those revisions are warranted.

Signature

Name (printed)