

we3.1 Editing and Proofreading Checklist

SENTENCES

Are all of my sentences complete?

Could some of my sentences be longer?

WORDS

Have I used the right words? (one instead of won)

Have I spelled my words correctly?

PUNCTUATION AND CAPITALIZATION

Have I put the right end punctuation mark after each sentence?

Have I capitalized names and the first word of each sentence?

