

Proofreading

Check work through as you write and again once you have finished. Do not be afraid to change things, to edit your ideas – to cross out mistakes and to make improvements.

Have a checklist in mind. Mnemonics can be useful. For example:

SPELLINGS – Checked?

PARAGRAPHS – Checked?

LANGUAGE – Appropriate?

IDEAS – Clear and relevant?

SENTENCES – Do they make sense? Are they varied?

HOMOPHONES – Checked?

SEQUENCED – In a logical order?

PUNCTUATION – Accurate? Varied? Thoughtful?

LAYOUT – Thoughtful?

AUDIENCE – Style adjusted?

SPOKEN – Read aloud and listened for mistakes?

HELP – Ask for it if you need to!