

Proofreading Checklist



The Full Polish Pass

One consolidated checklist, climbing the same three checks back up the ladder. Work through it on screen with a student, or print it for independent revising.

1. SENTENCE STRUCTURE & OPENERS

- ☐ Highlighted the first word of every sentence
- ☐ Checked for overused starters (The/A/An, This/That/These, pronouns)
- ☐ Varied starters using verbs/participles, transitions, dependent clauses, or prepositions
- ☐ Checked for choppy or stringy/run-on sentences

2. OVERALL STRUCTURE & FLOW

- ☐ Organized into paragraphs (introduction, middle, conclusion)
- ☐ Used transitions to move smoothly from one idea to the next
- ☐ Kept verb tense and subject/verb agreement consistent

3. VOCABULARY & TONE

- ☐ Replaced weak words with vivid, domain-specific vocabulary
- ☐ Double-checked troublesome homophones (to/too/two, their/they're/there, its/it's)

4. CAPITALIZATION, PUNCTUATION, SPELLING

- ☐ Capitalization: sentence beginnings, proper nouns, first words of quoted text
- ☐ Punctuation: end marks, commas after introductory clauses, apostrophes, quotation marks

OPTIONAL — GRADES 4–8: EVIDENCE CHECK

- ☐ Introduced the evidence
- ☐ Explained why the evidence matters
- ☐ Avoided “quote dumping”

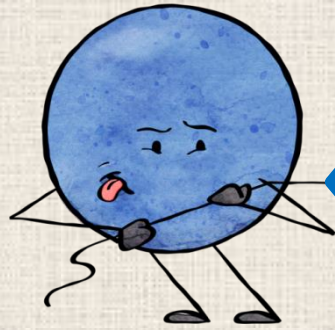
OPTIONAL — GRADES 6–8: COUNTERCLAIM CHECK

- ☐ Acknowledged the other side respectfully
- ☐ Rebutted using facts instead of emotion



Credits

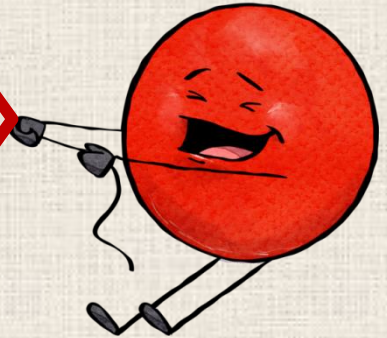




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