PROFESSIONAL PROOFREADING CHECKLIST

If you want to proofread your paper on your own, you should have a look at our professional proofreading checklist. By following our suggestions, you will be able to boost your proofreading skills:

Style

- Is every sentence in the paper accurate and clear?

- Is my essay free from passive voice constructions?

- Are all sentences in my paper connected properly?

- Did I use vivid language?

- Did I use proper in-text citations?

- Is my paper interesting and creative?

- Is the tone of my paper formal enough?

Grammar

- Are there any sentence fragments in my paper?

- Do all my verbs agree with nouns?

- Did I use the proper pronoun case in each sentence?

- Are all the modifying phrases, words, and clauses placed properly?

- Is the verb tense consistent throughout the text?

Word Choice

- Are all the words put in appropriate places?

- Did I avoid jargon in my paper?

- Can some of my words be substituted by more precise synonyms?

- Can I eliminate the unnecessary adverbs and adjectives?

- Am I aware of the connotations of all words used in my paper?

- Is the verb tense consistent throughout the text?

Formatting/Mechanics

- Is my paper double-spaced?

- Did I spell each word correctly?

- Did I follow the common rules for comma use?

- Did I avoid unnecessary abbreviations?