

# Non-Fiction Proofreading Checklist



## Content:

- Reread the assignment and be sure the paper covers all aspects of the assignment.
- Is your content accurate?
- Does your paper have a clear theme? (Can you create a one sentence summary of your paper?)

## Organization:

- Does your paper have a logical method of organization?
- Does each sentence flow from one to the next?
- Does each paragraph flow from one to the next?

## Introduction:

- Is the topic clearly stated?
- Is the introduction engaging? (make you want to read on)

## Conclusion:

- Do you have a conclusion that wraps everything up?
- Does your conclusion ties the theme and content together?
- Is your conclusion fresh and interesting and not repetitive? (You did not rewrite the same sentences from the paper here in your conclusion)

## Grammar and Mechanics:

- Proper capitalization?
- Correct spelling?
- Correct use of words? (their, there and they're)
- Commas and apostrophes in appropriate places?
- Check for sentence fragments, or run-on sentences. (You don't want any of these)
- Be sure there are no paragraphs shorter than three/four sentences.
- Be sure that your sentence lengths are varied. (short, medium, long)
- Be sure there are not overly repeated words. (For instance if you start many sentences with the same word, or unnecessarily repeat a word over and over.)