**Proofreading Checklist**



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| 🞏 | Capital letters at the start of each sentence |
| 🞏 | Capital letters for specific people, places and things |
| 🞏 | Paragraphs that are indented |
| 🞏 | Apostrophes to show ownership |
| 🞏 | Apostrophes to show abbreviation |
| 🞏 | Commas after introductory phrases |
| 🞏 | Accurate spelling of words from the list |
| 🞏 | Writing that makes perfect sense as you read it |
| 🠖 | You will rewrite sentences that contains errors |

**Why is it common to make mistakes?**

Writing is a demanding process and your ability to focus is limited

**Why should I bother proofreading?**

Writing accurately will gradually become an automatic process

**What happens if I don’t?**

You’ll be disadvantaged because you’ll continue to make mistakes without noticing