**Proofreading Checklist:**

1. Have you aimed at your audience?

* Used audience interests and values frequently

2. Have you used the correct text structure for your piece?

* All necessary components are included
* Components are used in a way that helps audience to understand the flow and logic of the piece.

3. Have you used quality vocabulary?

* Not enough adjectives and adverbs to add interest.
* Not enough similes/metaphors/other literary devices.
* Repeated words – and not in a good way
* Words and word groups used to impact audience understanding

4. Have you used correct paragraphing?

* Each topic is its own paragraph.
* Paragraphs are logically constructed
* A variety of sentence lengths are used
* Speech is paragraphed correctly.
* Paragraphs are ordered to impact audience understanding

5. Have you used correct punctuation?

* No commas used INSTEAD of full stops!
* Apostrophes are used correctly
* Colons and semi-colons are used and used correctly
* Speech is correctly punctuated
* Use of a variety of punctuation to impact audience understanding
* Nothing that just doesn’t make sense

6. Have used correct spelling and used difficult and challenging words?

* There are no spelling mistakes.
* There are a frequent difficult and challenging words used