Proofreading Checklist

During the first time through, ask your self, “Does it look right?” Look for the following:

- Aesthetic placement of material on the page.
- Acceptable format (as for a letter or memo).
- Correct spelling of names and places.
- Accuracy of numbers.
- Correct language usage (like affect / effect)

During the second reading, ask, “Am I following the rules?” Check for these things:

- Typographical errors.
- Capitalization.
- Accurate abbreviations and acronyms.
- Punctuation.
- Spelling.
- Grammar.

During the third reading, ask, “Is it complete?” Look for the following:

- Omissions.
- Deletions.
- Incomplete citations, Web or email addresses, etc.

When you read the document a final time for content, double-check to make certain that everything is there, that it is correct, and that it is in the right place.

*From The Business Writer’s Companion, 2nd ed., Alred, Brusaw and Oliu (1999)*