M05-2: Proofreading guidelines

List of simple writing and proofreading criteria on the language and paragraph level.

Has the author

- completed the sentences: relates to a finished thought or action
- used correct punctuation marks
- written out all verb forms (can‘t, it‘s, don‘t)
- avoided starting sentences with and, but, because, so
- used logical discourse markers/linkers
- avoided ending sentences with 'too, also, though, yet'
- avoided the verb 'to get'
- avoided vagueness, sensationalism, exaggeration (f.ex. a bit, a lot, amazing, incredible, absolute statements)
- Used articles: the and a
- Written paragraphs of an appropriate length, with one idea, and a topic sentence?

Additional material

Here you find three websites that provide information and checklists on proofreading. This material helps you when you are proofreading your own writing or somebody else’s.

- General strategies on proofreading
- Finding common errors

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