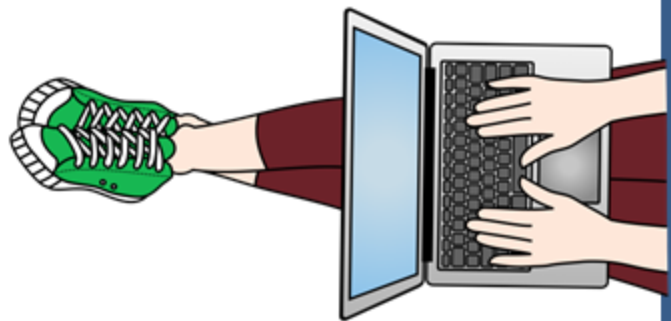


# Proofreading Chart

## Sentences

- Correct any run-ons.
- Correct any fragments.



## Grammar

- Make sure all subjects and their verbs agree.
- Use the correct pronouns.
- Make sure your readers will know the antecedent of any pronouns that you use.

## Capitalization

- Capitalize the names of people, places, days of the week, months, holidays, and languages.
- Capitalize all of the main words in titles.
- Capitalize the first word in each sentence.

## Punctuation

- Be sure each sentence has end punctuation.
- Use commas with items in a series, before coordinating conjunctions, in dates, and with quotations when necessary.
- Use quotation marks for someone's exact words.
- Use apostrophes for contractions and possessives.

## Spelling

- Check the spelling of any words you are unsure of, especially homophones (like *weather*, *whether*).

