

## **Self-Editing Checklist**

Use this Self-Editing Checklist to proofread your own paper. Check off each step after you complete it.

- ❑ Think about what types of mistakes you make most often.
- ❑ At the top of your paper, list the three most frequent errors you make that you feel deserve priority.
- ❑ Read through your paper and look only for the first, most common error. Circle all suspected errors of that type.
- ❑ Next, repeat the previous step, looking only for your second most common error.
- ❑ Repeat the previous step once again for your third most common error, if necessary.
- ❑ If you have not already looked for verb problems, highlight or underline all of the verbs in your paper.
- ❑ Check all of your highlighted verbs for:
  - ❑ Subject-verb agreement
  - ❑ Modals (can, should, would, must, may)
  - ❑ “be” verbs (am, is, are, was, were, be, being, been)
- ❑ After you have followed these steps, you may ask a knowledgeable friend (or a WC tutor!) to read over your paper to look for problem areas.