


steps. Good writers also ask someone else to  **Conventions** proofread their draft, because another proofreader may catch errors that the writer missed.

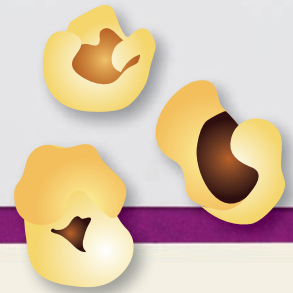
Jason asked another classmate, William, to read his personal narrative. William followed the Proof reader's Checklist and found a spelling error, one homophone error, one word that should be capitalized, a missing question mark, a missing quotation mark, and a paragraph that was not indented. He also found a redundant word, *finally*, just after the phrase *In the end*.

Your Turn

Read your revised draft carefully against the Proofreader's Checklist. When you have gone through the list, trade papers with a partner. Check your partner's paper in the same way. Be sure to use a dictionary if you are unsure of a word's definition or correct spelling.

Proofreader's Checklist

- Are the paragraphs indented?
- Are all words spelled correctly?
- Is the grammar correct?
- Are capitalization and punctuation correct?
- Are you sure no new errors were introduced during the editing step?



Common Proofreading Marks

Symbol	Meaning	Example
	begin new paragraph	over. Begin a new
	close up space	close u p space
	insert	students ^{should} think
	delete, omit	that the the book
	make lowercase	M athematics
	reverse letters	revese re letters
	capitalize	<u>w</u> ashington
	add quotation marks	↓ I am, ↓ I said.
	add period	Marta drank tea