

Proofreading

Proofreading means to check your work for errors. Errors in a book, article or paper can be very distracting for the reader. You have worked hard on your writing; it's important to make sure that it is error-free so that your reader can concentrate on what it is you are saying. When proofreading, look for:

- ✓ Did you begin each sentence with a capital letter?
- ✓ Did you use complete sentences?
- ✓ Did you capitalize proper nouns?
- ✓ Did you use proper subject/verb agreement?
- ✓ Did you skip any words?
- ✓ Did you spell all words correctly?
- ✓ Did you repeat any words in a row?
- ✓ Did you use correct punctuation?

DIRECTIONS: Proofread the following paragraph. Cross out each mistake, and write the correction above the error.

This past weekend i got a new puppy. Her name is charlotte and she is the cutest puppy I have ever seen. We had to drive four hours away to granville, across the state line, too a breeder. there were a lot of puppies to choose from. Most of the puppies wear black, but Charlotte was black, white and brown. She has the color markings of a calico cat I fell in love with Charlotte immediately.

Charlotte snuggled in my lap all the way home. At first my father said I ahd to keep Charlotte in teh carrying case next to me, but she whimpered and whined so much that I begged my dad to let me take her out and finally he says okay.

