

# Proof-Reading: The Ten Steps

- 0) **Is our name on the work? Is our title underlined? Is our question numbered?**
- 1) We will all **read through our work** to check it makes sense and we have not missed words.
- 2) We will all check we have used **paragraphs** to structure our work if required – mainly extended ones, but some shorter where we want them to have impact.
- 3) We will check that after each **full-stop there is a capital letter**. We will also check that there are capital letters in **every name of a person or a place**.
- 4) We will check that when **I** is used in a sentence, it is never **i** – always capital **I**.
- 5) We will check **apostrophes for contractions** (*is not = isn't, would have = would've, the car is speeding = the car's speeding*).
- 6) We will check **apostrophes for possession** (*Cars = plural, the car's = belonging to car*)
- 7) We will check that **each sentence ends with a full-stop**, and that we have **used simple, compound and complex sentences** where appropriate for stylistic reasons.
- 8) We should have used our iPads to check spelling and add wider vocabulary (using the thesaurus app) but check for spelling – are you sure of **homophones** (*where / we're, their / there, etc.*)?
- 9) We will all check we have used **a range of punctuation** ( ) ; : ? ! ... if necessary for our intended effect or style.
- 10) We will all check we have **used commas correctly** and not confused them with full-stops. Full stops end sentences, commas mark clauses.