



Proofreading Prompts

Thesis or Focus	<ul style="list-style-type: none">• Does your paper have a thesis statement?• Can you give a one-sentence summary of what your paper is about?
Audience and Purpose	<ul style="list-style-type: none">• Does your paper have an audience?• Why would your audience want to read this paper?• What is the purpose of the paper? Did you accomplish it?• Does the purpose of your paper match the assignment?• What are the strengths and weaknesses of your paper?
Organization	<ul style="list-style-type: none">• Is the paper organized?• Write the topics of each paragraph. Look at this list and see if you can think of a better way to organize.• Should any part of the paper be moved to another part?
Development	<ul style="list-style-type: none">• Are more details, examples, or specifics needed?• Do any paragraphs seem much shorter than others?• Ask someone to read the paper and tell you if something is unclear.
Sentence Structure, Punctuation, Word Choice, and Spelling	<ul style="list-style-type: none">• Read the paper out loud. Does anything sound or look incorrect?• Ask yourself why you put punctuation marks where you did. Do you need to check any punctuation rules?• Proofread your paper backwards, from the end of a line to the beginning.

Parts to Ponder...

Introduction

- ✓ Does your introduction provide necessary background information on your topic?
- ✓ Did you define key terms in your introduction?
- ✓ Does your introduction grab your readers' attention?
- ✓ Does your introduction end with your thesis?

Thesis

- ✓ Does your thesis say what you want it to say?
- ✓ Does your thesis answer the question, "So what?"
- ✓ Are the points in your thesis in the same order as the body?

Structure

- ✓ Underline your thesis sentence and your topic sentences.
- ✓ Make an outline of your paper. Does this outline make sense?
- ✓ Is each point in your outline well developed?
- ✓ Is each point equally developed?
- ✓ Is each point relevant? Interesting?

Paragraphs

- ✓ Does each paragraph have a topic sentence?
- ✓ Are the paragraphs organized?
- ✓ Are there transitions between paragraphs?

Argument and Logic

- ✓ Have you presented an argument, or is your paper a summary?
- ✓ Do you see any holes in your argument? Or do you find the argument convincing?
- ✓ Have you accounted for opposing arguments? Do you respond fairly to them?
- ✓ Have you provided evidence for your arguments?

Conclusion

- ✓ Do you introduce anything new in your conclusion? If so, remove it.
- ✓ Does your conclusion sum up your main point(s) and restate your thesis?
- ✓ Does your conclusion leave your reader with something to think about?

Adapted from Odegaard Writing & Research Center

<https://depts.washington.edu/owrc/Handouts/Revising%20Your%20Paper.pdf>