



## ***Proofreading Prompts***

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

## ***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>