



Proofreading Prompts

Thesis or Focus	• Does your paper have a thesis statement? • Can you give a one-sentence summary of what your paper is about?
Audience and Purpose	• 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	• 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	• 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	• 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>