

# Polishing & Proofing



## A Checklist

Name \_\_\_\_\_

Title: \_\_\_\_\_

	No	Some	Most	Yes
1. I have centered the title on the first line.				<input type="radio"/>
2. I have used both left-hand and right-hand margins.				<input type="radio"/>
3. I have indented the first line of each paragraph.				<input type="radio"/>
4. Each paragraph has <i>one</i> topic.				<input type="radio"/>
5. Each sentence expresses one complete thought.				<input type="radio"/>
6. I have capitalized the first word in every sentence.				<input type="radio"/>
7. I have capitalized the first, last, and all the important words in the title.				<input type="radio"/>
8. I have capitalized all proper nouns.				<input type="radio"/>
9. I have ended each sentence with the proper punctuation (period, exclamation point, question mark).				<input type="radio"/>
10. I have used commas where they are needed.				<input type="radio"/>
11. I have used quotation marks correctly in dialogues.				<input type="radio"/>
12. I have checked for spelling errors and corrected them.				<input type="radio"/>
13. Other people will be able to read my handwriting.				<input type="radio"/>