

# Five Steps of Proofreading Worksheet

1. Check that there is only one space between each word and after each punctuation mark. Do not put a space before a punctuation mark at the end of a sentence.
2. Check that every sentence and proper noun begin with a capital letter.
3. Check that every sentence ends with a period, exclamation point or question mark. Check for the proper use of commas, colons, semi-colons, parenthesis, and question marks.
4. Do not begin a sentence with “and”, “but” or “because”.
5. Check your spelling.