

SCORING GUIDE: *Proofreading*

No
Not Evident

Yes
Very Evident

0 1 2 3 4

Fix-up

Format

0 1 2 3 4

1. Is the paper typed using 12-point font?

0 1 2 3 4

2. Is the proper heading in the upper right-hand corner?

0 1 2 3 4

3. Is the paragraph indented?

0 1 2 3 4

4. Is the handwriting/typing neat and legible?

0 1 2 3 4

5. Are the margins appropriate (1.25") on all sides)?

0 1 2 3 4

6. Are pages stapled in the upper left-hand corner?

Mechanics

0 1 2 3 4

1. Are capitals used correctly?

0 1 2 3 4

2. Are punctuation marks used correctly?

0 1 2 3 4

3. Are the words spelled correctly?

Grammar & Usage

0 1 2 3 4

1. Are transition words used to connect relevant sentences and introduce new ideas?

0 1 2 3 4

2. Are conjunctions used to connect short, choppy sentences?

0 1 2 3 4

3. Are verbs written in the correct tense?

0 1 2 3 4

4. Do subjects and verbs agree?

0 1 2 3 4

5. Is the paragraph free of run-together sentences?

Important suggestions for your revision:

1.

2.

3.

4.

