Reading your own writing is called "proof reading". After you proofread your writing find a "peer editor" to check your work.

**Proofreader's Checklist**

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Biography Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Check After completing each step | Comments |
| \*Check for correct Grammar, Spelling, and Punctuation  \*Sentence construction should be varied and word choice appropriate | I read my written piece aloud to see where to stop or pause for periods, question marks, exclamation marks, and commas |  |  |
| Quotation marks are included where needed. |  |
| Is each sentence a complete thought? |  |
| Is the word choice appropriate? |  |
| Are there any spelling errors? (*underline please)* |  |
| \*Organization and Paper construction | Are paragraphs used to organize information?  Is information placed in a logical order? |  |  |
| Is the main idea (see essential question) clear, and does paper have a sense of purpose? |
| Does the writer stay on topic? |
| Is there evidence of an introduction and a conclusion? Is Introduction properly structured |
| \*Sources and evidence | **Did the writer use the sources that were provided? (Sources from packet!!!!)** |  |  |
| **Rich, specific details are used in the writing. With a minimum of 3 supporting details!!!** |  |
| **Did the writer explain WHY this evidence/ detail was important and connect it to their argument** |  |
|  | What is one thing that you really liked about this piece of writing? |  |  |

**What is the job of a peer editor?**

The peer editor helps the writer submit, post or publish a piece of writing. This person does not fix all of the mistakes. The peer editor helps the writer fix her own mistakes. Think of your peer editor as a teacher or tutor. It is easier to spot another person's mistakes than it is to spot your own.

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Peer Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
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| Is there evidence of an introduction and a conclusion? Is Introduction properly structured |
| **\*Sources and evidence** | **Did the writer use the sources that were provided? (Source in packet!)** |  |  |
| **Rich, specific details are used in the writing. With a minimum of 3 supporting details!!!** |  |
| **Did the writer explain WHY this evidence/ detail was important and connect it to their argument** |  |
|  | What is one thing that you really liked about this piece of writing? |  |  |