



## Proofreading Checklist for Multi-Paragraph Composition

Proofreading Checklist for: \_\_\_\_\_

Writing Assignment: \_\_\_\_\_

- 1. Highlight your overall topic sentence. Underline the topic once and the controlling idea twice.
- 2. Underline the topic sentence in each paragraph.
- 3. Circle the transitional words and phrases you used within each paragraph. You should have at least one in each paragraph.
- 4. Have you included all the details and elaboration from your graphic outline or organizer? Go back and check. If you are unsure, number each detail and elaboration in your composition.
- 5. Draw a box around the transition sentence(s) you wrote to link each body paragraph with the next.
- 6. Highlight your overall concluding sentence. Circle the type of conclusion you used...
  - a. Summarized the information
  - b. Draw a conclusion
  - c. Restate the main idea
  - d. State an appropriate opinion
- 7. Read your composition out loud or have someone else read it to you. Make any necessary changes.

Other...

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