Proofing checklist

Paragraphs:

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Are your paragraphs indented?

Does each paragraph have one main idea?

When using dialog, have you started the remarks of each speaker as a new paragraph?



Sentences:

Are your sentences complete?

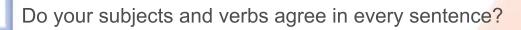
Have you used a variety of words to begin your sentences?



Do you have choppy sentences that you can combine?



Are there any run-on sentences you need to split up?





Does every sentence make sense?

Words:



Are any words misspelled?



Are any words missing of repeated:

Do any weak words need to be replaced with colorful or powerful words?