

Proofreading Tips

Look for small i that should always be a capital.

People's names must have capital letters, so must the names of places and days of the week or months.

Commas must be between words in lists (but not before "and").

Homophones may be used incorrectly: here/hear, where/wear, are/our, to/too/two, their/there, etc.

Similar words may be used incorrectly: were/where

Look at the endings of words. Are suffixes added correctly?
(Immediate + ly = immediately), (happy + er = happier), etc

Divide the passage into sentences by reading it "aloud in your head".
Where does it make sense to take a break or breathe? Put in a full stop.

Speech marks need to go around the words that people say.

To check for spelling mistakes try reading your work backwards, starting at the end.