

Proofreading

With SWAPS

Sentence Structure

- Is the sentence a run-on?
- Is it a fragment?

- In order to check your sentences, isolate each sentence. (example on next slide)

Step ONE- Use your **colored** pencil to mark the end of EACH sentence.

An Actor is Born

I wish I could say that I was planning my debut on Broadway the next season – or even that the experience was mildly successful. But I can't. I don't even know how I became involved in the first place. I've always known all the techniques for avoiding attention. I'm never late for class. I always sit in the back row. I keep my head down at the right times. But last year my family got involved, and life hasn't been the same since.

The yearly drama production is always a big event around school. Last year, posters with strange objects that were supposed to be windmills, but looked more like clock hands run amok, went up everywhere. They decorated every available space and featured only two words: Don Quixote

Double check for the following

- Sentences:
 - Do they have a capital letter?
 - Do they end with correct end mark?
 - Does it have a subject and verb and express a complete thought?
 - Read paper backwards for spelling.
 - LISTEN TO YOUR PAPER

Word Usage

- **Be sure you've used the correct word.**
- **Avoid slang words.** (kids, homies, etc.)
- **Use precise nouns and verbs.** (Word choice)
- **Avoid contractions in formal writing.**

Agreement

- Be sure subjects and verbs agree
- Be sure pronouns agree with their antecedents.
- Be sure pronouns are in the correct case
- Keep verb tenses consistent.

Punctuation

1. Be sure all sentences have ending punctuation.
2. Check to be sure questions end with question marks.
3. Use commas after introductory words and phrases.
4. Use commas after items in lists except for the last item.
5. Use a comma in a compound sentence just before the coordinating conjunction. (FANBOYS)
6. Use commas to set apart non essential phrases, clauses and appositives.
7. Omit unnecessary commas.
8. Use a comma after a dependent clause when it comes before an independent clause.

Spelling & capitalization

- Checkk for careless spelling errors
- Avoid casual spelling such as “cause” for “because”
- Remember that “A lot” is TWO WORDS
- Begin each sentence with a capital letter
- Check usage: to, too, two, their, there, they’re
- Capitalize proper nouns