## Proofreading Checklists (Photocopy for re-use or laminate for repeated use.)

My Editing Checklist	My Editing Checklist
All sentences begin with a capital letter.	All sentences begin with a capital letter.
All sentences are complete sentences.	All sentences are complete sentences.
Punctuation is used correctly.	Punctuation is used correctly.
Spelling has been checked and corrected.	Spelling has been checked and corrected.
I have used descriptive words.	I have used descriptive words.
My sentences vary in length.	My sentences vary in length.
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