

Student Self-Assessment Checklist for Proofreading

Student Name: _____

Date: _____

Criteria	Yes	No	Comments
Did I locate and correct errors in:			
<ul style="list-style-type: none"> •capitalization? •transposition (reversal)? •punctuation? •misspelled words? •formatting? 			
Did I:			
<ul style="list-style-type: none"> •check the important facts and details of the information? •read the material slowly to understand the meaning of what I was reading? •compare the original information to my input information? •consult reference materials as they were needed? 			
Did I:			
<ul style="list-style-type: none"> •check for omitted or added words when the copy was revised? •check line endings for inaccuracies (hyphenation)? •use the spell checking function? •view the document before printing? •print the document after I proofread on the screen? •read the printed document and correct any errors? •ask another person to read the draft to me as I proofread my work? 			

Adapted from *Business Education: A Curriculum Guide for the Secondary Level: Information Processing 16, 26, 36.* (Saskatchewan Education, Training and Employment 1994).