

PROOFREADING CHECKLIST

- ◆ Double check spelling, numbers and statistics (*Hint: Check spelling by reading backward*)
- ◆ Pay attention to small words like *an, if,* and *as*.
- ◆ Be aware of homonyms like *there* and *their*.
- ◆ Check all numbering sequences
- ◆ Be aware of transposition, hyphens, spacing, and word repetition
- ◆ Scan for correct formatting and style. (Modified block- indented date, closing, and signature.)
- ◆ Check for proper margins
- ◆ All necessary parts of a business letter are included.
- ◆ Trust the computer? *Now* and *not* will pass spell check, but change the sentence greatly!