

## Proofreading

From a focus on the content of sentences, it is now time to look at the revision on the level of fine-tuning. This third stage of revision is intended to help polish the final version of your essay.

### Clarity

Is each sentence in your paper, particularly the sentence (or sentences) that acts as your thesis statement, clearly communicating its meaning to the reader?

### Sentence Structure

Is the structure of each sentence functioning properly?  
Are sentences balanced, i.e., parallel ideas/structures? Is each sentence complete?

### Punctuation

Check that all punctuation is necessary, clear, and functioning correctly, particularly commas, semicolons, and colons.

### Formatting

Did you adhere to MLA format for in-text citations? For titles? For numbers?

### Spelling

Did you run the spell check? Did you check for errors commonly introduced by the spell check?

### Thesis

Take one last look at your thesis statement. Could it be revised to more concisely and clearly represent the argument of your paper?

Adapted from *What Is Writing?: An Introduction to Writing as an Act and Medium of Communication* (2015).



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