

## Personal Proofreading Checklist

Type of Mistake	Mistake	Correction	Explanation	Notes/Reminder
Spelling	Behavior	Behaviour	Used American spelling	Change the language preference in Word to Canadian spelling. Watch for others: colour, honour, centre.
Run on sentence	The CEO is coming next week we need to finish the project.	The CEO is coming next week, so we need to finish the project.	Join two independent clauses with a comma and coordinating conjunction (FANBOYS).	Read my work slowly and out loud to listen for run on sentences. Check for comma splices too.

**Personal Proofreading Checklist**

<b>Type of Mistake</b>	<b>Mistake</b>	<b>Correction</b>	<b>Explanation</b>	<b>Notes/Reminder</b>