

PROOFREADING PRIORITIES

Moving from Higher Order Concerns to Lower Order Concerns

Assignment goals and concerns:

- What's the assignment?
- How has the writer addressed the assignment?
- What concerns the writer about it?
- What does the writer want you to look at the most?
- What issues do you notice that need attention?

Project Development:

- Ask the writer to identify the thesis or main argument.
- Ask the writer to point out the supporting points.
- Ask the writer to identify examples, citations, etc. that offer support.
- Ask the writer how the conclusion brings the discussion to a close.

Organization:

- Does the writer begin with a clear thesis/direction/argument?
- Do the supporting points demonstrate a logical progression of ideas?
- Does each sentence within paragraphs logically connect to the next?
- Does the writer use transition words appropriately?

Style:

- Look for patterns of error vs. attempting to correct each error individually.
- Sentence clarity.
- Syntax: verb tense, subject/verb agreement, noun/pronoun agreement, consistency in verb use and person, sentence boundaries construction.
- Paragraph boundaries.
- Grammar.
- Spelling.