

Name: \_\_\_\_\_



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## WRITERS' WORKSHOP: PROOFREADING AND PUBLISHING CHECKLIST

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**Directions:** Please check (✓) next to each item below to indicate completion of the task.

While proofreading, I looked for and corrected errors in

- Spelling
- Grammar
- Punctuation
- Capitalization

While publishing, I made sure that I

- Added a title and my name to my biographical sketch
- Used my neatest handwriting all the way through
- Copied my corrected draft so that all revisions were included