

Grammar Checklist

Check for the following:

- Comma usage
- Parallelism
- Capitalization rules
- Italics used for titles
- Spelling
- Use of numbers
- Proper homonyms
- Indentation for new paragraphs
- Subject/verb agreement
- Clear pronouns
- Consistent verb tenses
- Formal tone
- Varied sentence structure
- Precise, vivid word choice

AVOID the following:

- Dangling or misplaced modifiers
- Vague, overused words or clichés
- Unnecessary words
- Redundancy
- First person
- Run-ons
- Fragments