

## Mechanics Checklist

Your goal in writing is to communicate clearly. As you proofread your work and check to make sure that you have answered the questions completely, you should use this checklist. Your instructor will be using the same checklist to evaluate your work. Keep this checklist to use with all your writing.

1. \_\_\_\_\_ Do all my sentences express a complete thought? Do they have a subject and a verb?
2. \_\_\_\_\_ Does the verb in each of my sentences agree with its subject?
3. \_\_\_\_\_ Have I used the correct form of pronoun in each of my sentences?
4. \_\_\_\_\_ Do all my sentences start with a capital letter?
5. \_\_\_\_\_ Do all my sentences end with a period or some other appropriate punctuation?
6. \_\_\_\_\_ Are all the words spelled correctly?
7. \_\_\_\_\_ Do I use commas to make my writing clearer?
8. \_\_\_\_\_ Do I capitalize proper nouns (such as names of people, organizations, and countries)?  
Do I avoid capitalizing common nouns except when they start a sentence?
9. \_\_\_\_\_ Do I use apostrophes to show possession of nouns or to make contractions of words?  
Do I avoid using apostrophes with possessive pronouns?
10. \_\_\_\_\_ When using plurals of nouns, do I use the proper form?  
Do I avoid using apostrophes with possessive pronouns?
11. \_\_\_\_\_ Do I indent my paragraphs?

1. COMPLETE SENTENCES:

Not a sentence: rented movie

Complete sentence: We rented a movie.

2. SUBJECT-VERB AGREEMENT:

Incorrect: He like to eat french fries with ketchup.

Correct: He likes to eat french fries with ketchup.

3. CORRECT FORM OF PRONOUNS:

Incorrect: Her and me gave the french fries back to he and them other friends.

Correct: She and I gave the french fries back to him and our other friends.

4. BEGINNING SENTENCE WITH CAPITAL LETTER:

Incorrect: jeff accidentally dropped the french fries on the ground. the dog ate them.

Correct: Jeff accidentally dropped the french fries on the ground. The dog ate them.

5. ENDING SENTENCE WITH APPROPRIATE PUNCTUATION:

Incorrect: Jeff accidentally dropped the french fries on the ground The dog ate them

Correct: Jeff accidentally dropped the french fries on the ground. The dog ate them.

6. SPELLING:

Incorrect: The dog et the french fries. Or, The dog eight the french fries.

Correct: The dog ate the french fries.

7. USAGE OF COMMAS:

Incorrect: I ordered a new computer printer desk chair.

Correct: I ordered a new computer, printer, desk and chair.

8. CAPITALIZING PROPER NOUNS, NOT CAPATILIZING COMMON NOUNS:

Incorrect: alice joined the red cross and got the chance to visit new york city.

Correct: Alice joined the Red Cross and got the chance to visit New York City.

Incorrect: Alligators and Crocodiles are among the Creatures which frighten Tourists.

Correct: Alligators and crocodiles are among the creatures which frighten tourists.

9. USE OF APOSTROPHES:

Incorrect: Its ridiculous to think that Toms car is worth a lot of money. It's body is all dented.

Correct: It's ridiculous to think that Tom's car is worth a lot of money. Its body is all dented.

10. PLURALS OF NOUNS:

Incorrect: The babys started to cry when he tried to feed them cabbage leafs and potatos.

Correct: The babies started to cry when he tried to feed them cabbage leaves and potatoes.

11. INDENTATION OF PARAGRAPHS:

This allows the reader to follow major shifts of thought.