Proofreading for Sentence-Level Revision

1. Read the story aloud or ask someone to read it to you. Do you hear the music? Stop to examine any sentence where you stumble. You’ll detect grammar errors and awkward phrasing. Does every word add to the thought or does it clog the prose drain?

2. Do a second read to check for grammatical errors:
   - Subject-verb agreement?
   - Consistent use of tense?
   - Complete sentences? S-V-O?
   - Misplaced modifiers?

3. Double check the spelling, capitalization and style of every name, title and proper noun.

4. Proper punctuation? Whenever you see a S-V-O, you must also see punctuation.

5. Strengthen your writing:
   - Eliminate to-be verbs whenever possible (there is, there are…)
   - Eliminate redundancies.
   - Reduce some phrases to a word. (“In order to” becomes “To…”)
   - Cut long dependent clauses.
   - Eradicate passive voice.
   - Strengthen your verbs.