

Personal Proofreading Checklist

Type of Error	Error	Correction	How to fix it	Remember to
<p><u>Examples:</u></p> <p>Spelling</p> <p>Run on sentence</p>	<p>Behavior</p> <p>The CEO is coming next week we need to finish the project.</p>	<p>Behaviour</p> <p>The CEO is coming next week, so we need to finish the project.</p>	<p>Use Canadian Spelling</p> <p>Join two independent clauses with a comma and coordinating conjunction (FANBOYS).</p>	<p>Change the language preference in word to Canadian spelling</p> <p>Read my work slowly and out loud to listen for run on sentences and comma splices.</p>

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