



Palm Beach Atlantic University  
Center for Writing Excellence

## **Editing/Proofreading**

### **Things to keep an eye out for:**

#### **1. Spelling**

- a. Make sure that your spelling is correct.

#### **2. Homonyms**

- a. Be sure that you're using the right word, not words that sound like the right word.

- i. *Their/there/they're*

- ii. *Its/It's*

#### **3. Pronoun usage**

- a. Agree with antecedents in gender and number.
- b. Be clear about what you are referring to (that/this... what? Which he? Etc.).

#### **4. Saying what you mean to say**

- a. Be sure your sentences are clear in meaning.

#### **5. Straying from the topic**

- a. Each paragraph should relate to the thesis.
- b. Each sentence should relate to the topic sentence of the paragraph.

#### **6. Verb tense errors**

- a. If a noun ends in 's' its verb shouldn't.
- b. Don't time travel (switching between past/present/future tense verbs without reason).