# WRITING CENTER

ARIZONA WESTERN COLLEGE
Student Success Center

## Personalized Proofreading Matrix

Student Name: _____     Title of Draft: _____

| Paragraph/ Page | Subject/Verb Agreement p. 486 | Sentence Fragment p. 474 | Comma-Splice & Run -on p. 480 | Problems with Verbs p. 493 | Verb Tense p. 498 | Preposition p. 600 | Punctuation p. 524 | Quotation Marks p. 547 | Capitalization p. 559 | Word Usage & Spelling p. 575 | Quotation Integration/ Citation MLA p.289 APA p.343 | Other |
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*What is your greatest strength in Conventions?*

*What is your most common error in Conventions?*

The AWC Writing Center is located in the Student Success Center Building (SC) directly behind the LA building on the north side of campus.

Student Success Center ● www.azwestern.edu/ssc ● 928-317-6029

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## *Personalized Proofreading in the Writing Center*

### *What is proofreading?*
Proofreading involves carefully rereading your draft in order to think like a reader. What would the reader expect from your writing? You can effectively proofread your papers by reading them out loud and paying attention to every little detail— checking to see that all words are spelled correctly, that every sentence is complete, that punctuation is correct, and that no words are inadvertently omitted.

### *Why doesn't the tutor just do the proofreading for me?*
Proofreading is part of the writing process. If we proofread your writing, we might unwillingly change your paper. Only you know what you mean to write. Also, if a tutor proofreads your paper, you wouldn't understand what he or she had done to make it better. You would have to ask someone else to proofread for you every time you wanted to improve future papers because you wouldn't know how to do so yourself. In the Writing Center, our goal is to not only help you with the one paper that you bring in to the Writing Center, but all of your future writing.

### *Is my paper ready to be proofread?*
- ✓ Are you sure that you have completed the assignment as tasked by the instructor and/or prompt?
- ✓ Did you spend enough time prewriting by brainstorming, clustering, mapping, freewriting, clustering, outlining, etc.?
- ✓ Can you explain the thesis or main idea of your paper without reading directly from your paper?
- ✓ After you drafted your paper, did you read it yourself?
- ✓ Did you check to make sure that you have provided enough details and/or evidence to develop and support the main idea?
- ✓ Did you explain and/or elaborate on the relationships between ideas?
- ✓ Did you organize your paper in a particular format or structure?
- ✓ Did you organize your paper according to the needs of the audience?

*If you answered "Yes" to all, or even most of these questions, then your paper is ready to be proofread.*
The Writing Tutor and you will use the chart on the other side of the page to determine which conventions you need to work on the most. Then, use the handbook to look up how to identify and proofread your writing focusing on the areas that need the most attention. The goal is that each time you write paper you will have fewer conventions problems because you will know how to proofread for them..