

## **Persuasive Speech Proofreading Contract**

A final draft is only final when it has been carefully proofread. This is a crucial skill to develop as a writer. In order to help you develop this skill, I will require you to proofread every final draft before submitting it.

If I find any of the following errors in your final draft, I will mark them as Error #1, Error #2, etc. When I get to Error #6, I will stop reading and return the essay to you. You will need to proofread again and resubmit it before I will consider it complete or begin grading it.

MLA format with heading in upper left-hand corner  
Last name and page # in Times New Roman in upper right-hand corner  
Times New Roman, size 12, double-spaced  
No extra spaces between paragraphs  
Each new paragraph indented  
Author's name spelled correctly  
Author's name capitalized  
Titles of books in *italics*  
No spelling errors or typos  
No extra words that that you don't notice  
First letter of each sentence capitalized

### **Suggestions for Proofreading**

- Read your entire draft aloud to yourself.
- Read your draft backwards word-by-word.
- Use CTRL+F to find specific words or punctuation marks

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