**Getting Ready for Audience-Editing Checklist (Memoir)**

* I capitalized the first word in every sentence.
* I capitalized all proper nouns.
* Each sentence ends with a period, a question mark, or an exclamation point.
* There are no run-on sentences.
* There are no fragments, unless on purpose for emphasis.
* I used punctuation correctly (commas, apostrophes, semicolons, etc.).
* If my memoir contains dialogue, it is correctly punctuated and paragraphed.
* I spelled all words correctly. I checked this carefully myself and didn’t rely solely on the computer’s spelling check.
* I checked carefully for commonly confused words such as: they’re/their/there, your/ you’re, its/it’s, now/know.  I corrected any mistakes.
* I made sure the entire essay is in past tense except for the reflection.
* I indented the beginning of each new paragraph.
* My font is easy to read and reasonably sized.

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