When proofreading and editing ask yourself, have I...

Vocabulary
- Used ambitious vocabulary?
- Checked that I have not used a word twice? (unless for effect)
- Used a thesaurus to find interesting and ambitious synonyms and antonyms?
- Used a spellchecker or dictionary to check spellings?

Connectives
- Used connectives to link two simple sentences together?
- Used connectives to link my paragraphs?
- Used connectives to create compound and complex sentences in order to make my writing more interesting?

Openers
- Started a sentence with a connective?
- Started a sentence with a "ly" word?
- Started a sentence with an "ing" word?

Punctuation
- Used full stops and capital letters?
- Used a range of punctuation marks correctly?
[. ‘ ? ! “ ” () - ; : ‘ … ]