



Parallel Structure Checklist

Use this ready-to-print checklist while editing essays, resumes, reports, presentations, or professional emails. It helps you quickly identify and correct faulty parallelism before submission.

Parallel Structure Checklist

Step 1: Identify the Structure

- Have I located all lists, pairs, or series in the sentence?
 - Did I check items separated by commas?
 - Did I review sentences using *and*, *or*, *both/and*, *either/or*, or *not only/but also*?
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Step 2: Compare the Grammatical Forms

- Are all items in the list the same type (all nouns, all verbs, all phrases)?
 - If verbs are used, are they in the same tense and form?
 - If infinitives are used, do they all begin with “to”?
 - If gerunds (-ing words) are used, are all items in -ing form?
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Step 3: Check for Common Mistakes

- Am I mixing nouns with clauses?
- Am I mixing verb forms (to + verb, -ing, simple present)?
- Are both sides of correlative conjunctions balanced?
 - both ___ and ___
 - either ___ or ___

- neither ___ nor ___
 - not only ___ but also ___
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Step 4: Read It Aloud

- Does the sentence sound smooth and rhythmic?
 - Does anything feel awkward or uneven?
 - If I remove one item, does the structure still make sense?
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Step 5: Final Fix

- Have I chosen one consistent grammatical pattern?
 - Did I rewrite all items to match that pattern?
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Quick Self-Test Example

Faulty:

- She enjoys reading, to hike, and podcasts.

Checklist Diagnosis:

- Mixed forms (gerund + infinitive + noun).

Corrected:

- She enjoys reading, hiking, and listening to podcasts.
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How to Use This PDF

- Print it for classroom editing exercises.
- Keep it beside you when writing academic papers.
- Use it before submitting resumes or professional documents.
- Apply it during peer review sessions.

Consistent use of this checklist trains your eye to spot imbalance instantly. Over time, writing with strong parallel structure becomes automatic.