

Proofreading Checklist

By Kimberly French

- ☐ General Checks
 - ☐ Your name is on every page.
 - ☐ The title is given in full on the first page.
 - ☐ The pages are numbered.
 - ☐ The line spacing is set correctly
 - ☐ The margins are wide enough for a tutor's comments.
 - ☐ The word count is given.
 - ☐ A bibliography and/ or list of references is included.
 - ☐ You have answered all parts of the question.
- ☐ Spelling, Grammar and Punctuation
 - ☐ Use the spell checker on your computer.
 - ☐ Read the script for spelling mistakes (names and specialised terminology, right usage of forms such as 'to', 'too').
 - ☐ Correct use of apostrophes, commas, full stops, colons, inverted commas.
 - ☐ Correct use of subjects (nouns or pronouns) and verbs.
 - ☐ Correct use of tense for your verbs.
 - ☐ Make sure the sentences are not too long, split into shorter sentences if necessary.
 - ☐ Use a question mark just for questions.
 - ☐ Be sure you know the meaning of the words you've used.
 - ☐ Make sure you haven't used the same word too many times.
 - ☐ Expressing yourself clearly.
 - ☐ Make sure there an introduction which relates to the question.
 - ☐ All the paragraphs have one main idea.
 - ☐ There is a clear conclusion.
 - ☐ Writing flow smoothly from one section/paragraph to the next.