Proofreading Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**