

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.