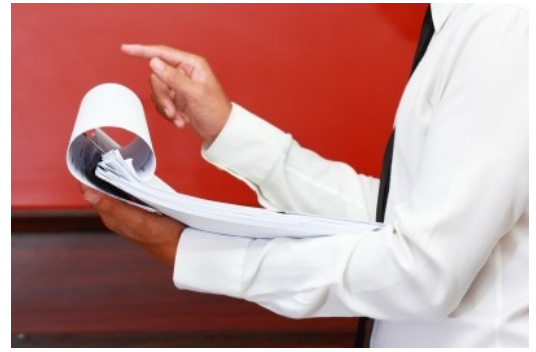


Proofreading Checklist



Grammar, punctuation and spelling

- ◇ **Complete sentences:** Does each sentence have a verb and a subject?
- ◇ **Length of sentences:** Are sentences longer than they need to be? Make sure they pause in a place that makes sense. Consider using a full stop or colon instead of 'and'.
- ◇ **Writing style:** Does your writing flow easily when you read it back *out loud*? Could the wording be simplified to make your meaning clearer? Learn where to put commas.
- ◇ **Tenses:** Have you used verb tenses correctly? Be consistent so that a paragraph is generally in the present, past or future.
- ◇ **Verbs:** Do your subjects and verbs agree?
- ◇ **Language:** Is your choice of vocabulary and language appropriate for the level and type of document you are writing?
- ◇ **Punctuation:** Are you using full stops, commas, colons, semi-colons and quotation marks correctly?
- ◇ **Capitals:** Have you used capital letters for names etc?
- ◇ **Spelling:** Have you checked spelling for words you are unsure about?
- ◇ **Numbers:** Have you been consistent with your units of measurement?

Referencing and citations

- ◇ **APA:** Have you complied with the appropriate APA style so that citations and references are formatted correctly?
- ◇ **Details:** Have you included the necessary details for titles, author, publisher etc? Remember to include items retrieved from websites.
- ◇ **Reference List:** For each citation in the text, is there a corresponding reference on the reference list page?
- ◇ **Citations:** Do the details of each citation in the body of the document match those in the reference list?

Presentation

- ◇ **Format:** Have you used a format that complies with your tutor's/handbook's guidelines? Is the format appropriate for the kind of document i.e. essay, general report, economic report, log book or diary.
- ◇ **Font:** Have you used fonts (generally not more than 1 or 2 in one document) which are appropriate and easy to read?
- ◇ **Layout:** Is the layout easy on the eye? Is content clear and easy to read?