

## Proofreading Checklist

The table below shows some useful points to check in your work.

Add anything that you know is important for you.

To use the table, think of your document at three levels:

1. **TEXT** – the whole document or piece of work;
2. **SENTENCE** – the sense and structure of one sentence at a time;
3. **WORD** – your choice, spelling and punctuation of individual words.

| Level           | Points to Check  | Tick |
|-----------------|--|------|
| <b>TEXT</b>     | Does the format match the assignment task that was set?  |      |
|                 | Is the layout clear on the page (e.g. broken into paragraphs of reasonable length)? Does the page 'look right' at a distance?          |      |
|                 | Is the style of language appropriate to the task? (Formal academic language for an essay; more informal style for a blog.)             |      |
|                 | Is there a logical order to paragraphs or sections?  |      |
|                 | Are you expected to use headings? If so, are they clear and concise?   |      |
| <b>SENTENCE</b> | Are there any missing or repeated words?   |      |
|                 | Is there a <i>main verb</i> in every sentence?   |      |
|                 | Do the <i>subjects</i> and corresponding <i>verbs</i> agree?   |      |
|                 | Do the <i>tenses</i> of the <i>verbs</i> follow through consistently (e.g. account of past events recorded using <i>past tenses</i> )? |      |
|                 | Is there correct use of punctuation, e.g. commas, colons, semi-colons and full stops?  |      |
|                 | Are apostrophes in the right position?   |      |
|                 | Are all citations within the text in the correct format?   |      |
|                 | Are all elements of the references list / bibliography in the correct format?  |      |

| Level       | Points to Check   | Tick |
|-------------|---|------|
| <b>WORD</b> | Are capital letters used correctly and consistently ( <i>proper nouns</i> (names) and titles)?  |      |
|             | Is a consistent format used where there is an element of personal choice, e.g. ' <i>-isation</i> ' or ' <i>-ization</i> ' ending and some hyphenation preferences.                            |      |
|             | Check correct use of words that are often confused, e.g. <i>effect</i> and <i>affect</i> ; <i>practice</i> and <i>practise</i> .  |      |
|             | For academic writing, check that apostrophes are <u>not</u> used for short forms ( <i>didn't</i> etc.). Use the full words.   |      |
|             | For academic writing, avoid <i>phrasal verbs</i> , i.e. verbs in two or more parts, often with <i>put</i> , <i>get</i> or <i>do</i> , such as 'get along'. Replace with more formal language. |      |
|             | Numbers from 0-9 are usually written as words in academic writing, e.g. <b>seven</b> not <b>7</b> .   |      |