



An Australian Government Initiative



Proofreading is the process of correcting errors in writing, including grammar, spelling, punctuation, language, consistency and accuracy.

Don't leave this important step to a last-minute flick through.

Plan ahead, give yourself a few days after completing the work and start with fresh eyes.

- ✓ Do I make a clear argument or take a position about the topic and is that stated in the introduction?
- ✓ Does the title reflect the content and assignment topic?
- ✓ Review the document against the assignment guidelines, did you answer the question?
- ✓ Is the evidence relevant and correctly addressing the question?
- ✓ Is the correct referencing style for your study institution and/or assignment used?
- ✓ Are all references noted, accurate and sources acknowledged?
- ✓ Don't assume your audience understands technical terminology, have you explained it adequately?
- ✓ Does your description require a visual explanation eg graph?
- ✓ Do you need a table of figures?
- ✓ Is the language appropriate for describing the topic?
- ✓ Can the reader clearly understand the points of your argument?
- ✓ Does the conclusion summarise the key points of your argument?
- ✓ Do you require a coversheet?

Grammarly has a simple guide to basic English grammar.

https://www.grammarly.com/blog/category/handbook/?gclid=Cj0KCQjwmdGYBhDRARIsABmSEePnRi49EOzHMnrXLaykmNelM7m1Ryz_Dp95h39n5Shh_7zBwDDwUPAaAoZDEALw_wcB&gclid=aw.ds

- ✓ Check your spelling.
- ✓ Check your use of capitals.
- ✓ Check all acronyms are described in full the first time they are used.
- ✓ Check there are no extra spaces, especially after full stops.
- ✓ Check that you have used the correct tenses and haven't switched back and forth from present to past.
- ✓ Check that words have not been used repeatedly. Use synonyms in Word to find alternatives.

- ✓ Check formatting. Have you formatted as per your guidelines?
 - type font, size, spacing (e.g. Times New Roman, 12 point, double spaced)
 - margins and paragraphs
 - headers, footers and page numbers

- ✓ Check sentences and paragraphs
 - Are sentences easy to understand? Talk it out loud.
 - Are sentences too long or unwieldy, or are they concise?
 - Do most of the paragraphs generally contain three to five sentences?
 - Are the paragraphs supporting the topic in a clear and easy to follow structure?
 - Does the middle of the paragraph explain/detail the paragraph topic?
 - Does the end of the paragraph satisfactorily draw together the main points, in conclusion?

- ✓ Check punctuation
 - Are commas correctly placed? Talk it out loud.
 - Is the sentence requiring a full stop rather than a comma if too long?
 - Are quotation marks used consistently?
 - Are colons and semi-colons used correctly?
 - Are apostrophes used to indicate possession. With very few exceptions, apostrophes do not make nouns plural.

- ✓ Check grammar – Common basic errors include -
 - Are your singular pronouns with singular nouns and plural pronouns with plural nouns in the same sentence?
 - Have you used present and past tense together in error?
 - Have adverbs been overused?
 - Is the use of adjectives and adverbs correct?
 - Are apostrophes correct? Before the S indicates belonging to one person, after the S is for belonging to more than one person.
 - Use of your (possession) Vs you're (short for you are).
 - Use of there (over there), their (belonging to that person) or they're (short for they are).
 - Use of similar spellings and words. e.g. here and hear or two, too and to.
 - Using incomplete comparisons. e.g. It was much colder today Vs It was much colder today than yesterday.