

# FINAL PROOFREADING CHECKLIST

- I have read through my assignment.
- I have also read it out loud.
- I think my sentences are not too long or too short.
- I have checked my punctuation (full stops, commas, quotations marks etc).
- I have checked that my sentences make sense.
- I have checked for consistencies, e.g. tenses, use of names, abbreviations and numbers.
- My ideas are presented in clear paragraphs of an appropriate length.
- I have shared my assignment with a 'critical friend'.
- I have checked and followed departmental guidelines on presentation.
- I have included the assignment title and it is presented correctly.
- I have included any other relevant details as required by my programme.