**Proof-reading and editing**

**The best way to begin proof-reading is to read the essay out loud to yourself or another, or have someone else read your essay to you. Try recording it onto your mobile phone, a digital voice recorder or your computer then play it back. Listening to your work can help to detect aspects in your writing that may not make sense.**

**Everyone has their own pattern of errors. If there are certain mistakes that you make repeatedly, note them and be particularly careful in checking for them.**

## Proof-reading for Structure

**Read the paper through and then focus on the three divisions: introduction, body and conclusion. Ask yourself the following questions:**

### Introduction Does it lead into the essay, explain what you are going to write about, and say what the main points will be?

### Body Does each paragraph have one point introduced in the first line of that paragraph? Is the point supported by evidence, for example with statistics or quotations? Does the body follow the plan described in the Introduction?

### Conclusion Is there a sense of an ending? Have you offered a confident and persuasive conclusion? Did you fall into the trap of repeating the introduction?

## Proof-reading for writing skills

### Content

* **Does each sentence make sense?**
* **Is any information missing?**
* **Will the reader know what I mean?**
* **Will the reader understand what I have written?**
* **Does it have a beginning, middle and an end?**
* **Have I used a particular word too often?**
* **Is there a better word I could use?**

### Spelling

* **Look carefully at each word. Underline any that look wrong.**
* **Check the spelling with an online dictionary.**

### Punctuation

* **Full stop at the end of a sentence; capital letter at the beginning of a sentence.**
* **Is the sentence too long, does it need a comma or rewording?**
* **Are apostrophes used correctly?**
* **Are any ‘?’ or ‘!’ required?**

### Grammar

* **Does each sentence have a subject and verb?**
* **Are the verbs the right tense (present, past, future)?**
* **Are adjectives and adverbs used correctly?**

## Assistive Technology

In Microsoft Word in the ‘Tools’ menu there is a Spelling and Grammar checker. This will give you alternative words for those highlighted as incorrect. The limitation of this is that it will not give dictionary definitions for those alternative words.

TextHelp Read and Write Gold software checks spelling and grammar and provides the definitions of alternative words. It also has a homophone check for words that sound the same but have different spellings and meanings from each other. You can select an icon that will tell you the different meanings for ‘which’ and ‘witch’, and will make suggestions about the correct word if you have selected the wrong word in the context of your sentence.

***Checklist for Editing Final drafts***

**Content and argument**

**✓The text answers the central question(s) posed by the essay title or question.**

**✓Sufficient space has been given to the most important points.**

**✓All of the information included is relevant to the title question.**

**✓ The main line of argument is clear and not lost in a sea of details.**

**Research materials**

**✓Sufficient examples and evidence proves or illustrates my points.**

**✓My ideas and opinions are clear to the reader.**

**Structure and groupings**

**✓The text is in the appropriate structure or format.**

**✓Ideas are linked logically.**

**✓Paragraphs are well-structured.**

**✓Ideas are presented in the correct order.**

**✓It is clear how each paragraph relates to the others.**

**Style**

**✓The style is appropriate for my course.**

**✓The text is not too chatty or conversational.**

**✓ It is free of colloquialisms and slang.**

**✓Technical vocabulary is correctly used.**

**✓There is no plagiarism; the words are my own.**

**✓The text is not repetitive.**

**✓The text can be read aloud easily.**

**Clarity**

**✓The text is not confusing.**

**✓ The language is straight forward and clear.**

**✓ My Introduction contains a sentence that summarises my viewpoint or argument.**

**✓Sentences are all of a reasonable length and are straightforward.**

**General**

**✓ I have taken into account the feedback that I received for earlier drafts and previous work.**

**✓ The Introduction is suitable.**

**✓ The conclusion is suitable.**

**✓ Capitalisation, spelling, grammar and punctuation are correct.**

**✓ References are correct.**

**✓The bibliography or reference list is complete and accurate.**

****