The Learning Centre
F Block
Otago Polytechnic
Learning.centre@op.ac.nz

Remember to read your work aloud

CHECKLIST FOR PROOFREADI

	Yes	No
1. Is all of the information you provide relevant to the question?		
2. Have you followed the marker's instructions?		
3. Does your essay answer all parts of the question?		
4. Have you supported claims with evidence from your reading?		
5. Does your essay have an appropriate structure?		
6. Do you have a suitable introduction and conclusion?		
7. Are there smooth transitions/links between paragraphs?		
8. Does each of your paragraphs have a clear topic sentence?		
9. Does each paragraph expand on or explain the idea(s) in this sentence?		
10. Are your paragraphs varied in length?		
11. Do all of your sentences make sense?		
12. Are your sentences too long?		
13. Are your quotations too long?		
14. Are your sentences complete?		
15. Are you consistent in your use of tenses?		
16. Is there any unnecessary repetition of material?		
17. Is your vocabulary varied (eg the author states/claims/believes etc)?		
18. Have you spell checked your work?		
19. Have you used appropriate punctuation?		
20. Is your language suitably formal (ie no contractions, slang etc)?		
21. Have you explained all abbreviations?		
22. Have you used correct APA style referencing within your essay?		
23. Have you used correct APA referencing in your reference list?		
24. Is your essay formatted according to the instructions in your handbook?		