

Checklist for revising, editing, proofreading



Overall layout	<ul style="list-style-type: none"> • Is the layout and overall presentation satisfactory? • Is the numbering of sections and pages correct? • Do all my visuals have a suitable caption? • Are my visuals numbered correctly?
Whole text	<ul style="list-style-type: none"> • Is my writing easy to follow and understand? • Is there a logical order to my writing? • Have I used a suitable style for the purpose for which I am writing? (in terms of syntax and vocabulary) • Have I used terms consistently? • Have I mentioned visuals (and appendices) in my text?
Paragraph	<ul style="list-style-type: none"> • Have I divided my work into paragraphs correctly? • Is there a topic sentence in each paragraph? • Do the other sentences in each paragraph develop the points made in the topic sentence? • Do my paragraphs contain any information which is irrelevant, and which I can cut out?
Sentence	<ul style="list-style-type: none"> • Are all my sentences complete grammatically? • Are any of my sentences too long or too short? • Could I use any further connecting words? • Do I ever repeat names of people or objects when I could replace them with pronouns? • Is my punctuation correct? • Is the word order within my sentences correct?
Word	<ul style="list-style-type: none"> • Do my verbs all agree with their subjects? • What about tenses and verb endings? • Have I made any small spelling errors? • Have I checked my use of definite and indefinite articles? • Are all my prepositions correct?