



Proofreading your work

When reading your final draft, consider these areas:

1. Have you answered the question? Check course outline and assessment criteria carefully.
2. Have you acknowledged all your references and used the appropriate referencing system?
3. Have you written the required number of words?
4. Have you checked for common errors? (see Handout 14)
5. Have you developed your ideas in a logical sequence (General to specific, one idea in each paragraph supported by examples, data or evidence, links between paragraphs etc [see Handout 15], Introduction, body and conclusion)?
6. Is there a clear and easy to follow structure to your assignment (headings, sections, preview in introduction, review in conclusion)?

Have you used the correct font and formatting criteria? (full block, left justification, 1.5 line spacing) ?

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