

PROOFREADING THE FINAL DRAFT OF YOUR ESSAY

Proofreading the final draft of your essay is the final stage of the essay writing process. You should proofread the final draft yourself, several times. In addition, you should also ask someone else to proofread it. The reason for this is that usually, you will have missed some errors because you are too close to your own work.

Here is a checklist for proofreading.

THINGS TO CONSIDER	QUESTIONS TO ASK
SPELLING	Have you made any spelling errors or typos? Unless you are a very confident speller, you should not rely on your computer's spellchecker. Instead, have a good dictionary by your side and use it to check any spellings you are not sure of.
GRAMMAR	Have you made any grammatical errors? Unless you are very competent in grammar, you should not rely on your computer's grammar checker. Instead, have a basic grammar text by your side and use it to check any errors you think you might have made.
PUNCTUATION	Have you missed out any punctuation, such as full stops and commas? Have you used the correct punctuation, for its intended purpose?
REFERENCES	Have you used only the referencing system laid down by your department, consistently and with attention to detail? Are your quotations faithful reproductions of the text you are quoting from? Are they formatted according to your department's guidelines?