

## Grammar Proofreading Checklist: Nine common errors you can check for yourself

Check that:	Examples	I need to improve:
Subject and verb agree in each sentence	<ul style="list-style-type: none"> <li>✗ These problems is difficult to solve.</li> <li>✓ These problems <u>are</u> difficult to solve.</li> </ul>	
Singular and plural forms are correct	<ul style="list-style-type: none"> <li>✗ The first recommendation is to increase training in communication skill.</li> <li>✓ The first recommendation is to increase training in communication <u>skills</u>.</li> </ul>	
Each noun has the correct article	<ul style="list-style-type: none"> <li>✗ Second event she organised at the conference was interesting.</li> <li>✓ The second event she organised at the conference was interesting.</li> <li>✗ I read the amazing story yesterday.</li> <li>✓ I read an amazing story yesterday.</li> </ul>	
You have used correct word forms of adjectives and adverbs	<ul style="list-style-type: none"> <li>✗ This is not an appropriately solution.</li> <li>✓ This is not an <u>appropriate</u> solution.</li> <li>✗ The manager should careful weigh up the costs and benefits.</li> <li>✓ The manager should <u>carefully</u> weigh up the costs and benefits.</li> </ul>	
Sentences have parallel structure	<ul style="list-style-type: none"> <li>✗ There is a challenge between providing quality service and think about the budget for the department.</li> <li>✓ There is a challenge between providing quality service and <u>thinking</u> about the budget for the department.</li> </ul>	
Your sentences are not too long or complex	<ul style="list-style-type: none"> <li>✗ In our company there are wide-open opportunities for professional growth with a company that enjoys an enviable record for stability in the dynamic atmosphere of aerospace technology.</li> <li>✓ Our company provides opportunities for professional growth and stability in the field of aerospace technology.</li> </ul>	
You have used correct punctuation for start and end of sentences.	<ul style="list-style-type: none"> <li>✗ The theory was developed in the 19<sup>th</sup> century, it is used mainly in education and healthcare.</li> <li>✓ The theory was developed in the 19<sup>th</sup> century. <u>It</u> is used mainly in education and healthcare.</li> <li>✓ The theory was developed in the 19<sup>th</sup> century; <u>it</u> is used mainly in education and healthcare.</li> <li>✓ The theory was developed in the 19<sup>th</sup> century, <u>and it</u> is used mainly in education and healthcare.</li> </ul>	
Verb tense is correct and consistent	<ul style="list-style-type: none"> <li>✗ The flood occurs in 1994 and created many problems.</li> <li>✓ The flood <u>occurred</u> in 1994 and <u>created</u> many problems.</li> </ul>	
Each sentence is complete- does it have a subject and a main verb?	<ul style="list-style-type: none"> <li>✗ The increase in the cost of renting an apartment.</li> <li>✓ The increase in the cost of renting an apartment <u>is due to a lack of housing</u>.</li> <li>✓ The cost of renting an apartment <u>has increased</u>.</li> </ul>	

## General Proof-reading Tips

Here are some other strategies you could try when proofreading your assignments. Remember leave yourself enough time to make these techniques work successfully.

- ✓ Choose one error you often make from the list above, and read through your text looking only for this type of error.
  - You can then continue through the list, looking for one type of error at a time. This can be a way to focus your attention and use time more efficiently.
- ✓ Use the spell-checkers on your computer, but do not rely on their results.
  - There are mistakes that a spell-checker will not recognise. E.g., the difference between 'from' and 'form'.
- ✓ Make regular use of dictionaries.
  - If you are not sure about how to use a word, a dictionary will tell you it's meaning, what word class it is, and give an example of how to use it.
- ✓ Try reading your work out aloud.
  - This can help you to find errors that you have missed in other ways.
- ✓ Focus on grammar and vocabulary, rather than the overall message.
  - Your focus in proof-reading is grammar and word usage. Reading for overall meaning as well can distract you from focusing on these small details.

### Useful websites

- English HELP: <https://www.griffith.edu.au/international/englishhelp/help-yourself-resources>
- Academic Phrasebank: <http://www.phrasebank.manchester.ac.uk/>

### Need more help?

USQ Library Study Support can help you to develop your academic learning language and maths skills for success at university. Consultations are available face-to-face, via video chat, by phone or email.

- Web: [www.usq.edu.au/library/study-support](http://www.usq.edu.au/library/study-support)
- Email: [library@usq.edu.au](mailto:library@usq.edu.au)