

Re-read, Revise, Proofread

REVIEW YOUR ESSAY

Read your essay again. First revise ideas and structure, then concentrate on grammar, spelling and syntax.

ALWAYS leave yourself time to:



Re-read



Revise



Proofread

You have done your research, you have structured your essay, written it and referenced it.* You are ready to submit, right?

Wrong! Don't submit before you have had a chance to re-read, revise and proofread your essay.

Re-reading: Try reading your essay out loud, this makes it easier to spot mistakes, contradictions and disjointed paragraphs. Don't make changes yet but you can make notes.

Revising: Concentrate on the structure of your text. You may have already noticed incoherent paragraphs while re-reading, now it's time to tackle them. Check that the stated purpose of your essay is

fulfilled. Ask yourself: are your ideas well explained? Are they clearly sequenced?

Proofreading: Finally focus on grammar, spelling and syntax. Have you used the correct verb forms (singular/plural, tense etc.)? Is your spelling accurate? Remember to stick with either British or American spelling, as required, but don't mix the two. Is the order of the words in your sentences correct and logical? And have you used the correct register throughout?

Review your essay one more time and then you are ready to submit.