

Editing Your Document.

Spelling:

- Have you spelt the same word in the same (correct) way throughout?
NB: Spellchecker can help but it uses American spelling not British, so check with a good dictionary eg. *color, center* (US) v. *colour, centre* (UK).

Headings:

- Are your headings precise, clear and meaningful for most audiences (ie. no jargon, no idioms, no slang expressions)?

Text Organisation:

- Is a clear point of contact made between the heading and the sentence that follows it?
- Is the most important information placed in the first couple of sentences of the first paragraph?
- Does each succeeding paragraph have a clear topic sentence near the top of the paragraph?
- Does supporting detail (if required) follow from the topic sentence?

Sentence level expression:

- Have you checked for **sentence fragments** ie. sentences lacking a complete verb? (Refer to the 'Common Grammar Errors' guide).
- Do **subjects and verbs agree** in number, particularly if you have a long or complex subject before the verb? (Refer to the 'Common Grammar Errors' guide).
- Have you used **articles** appropriately ie. *a/an/* when introducing singular, countable nouns for the first time, and *the* for a noun or nouns already referred to / unique/ well-known to the reader? (Refer to the 'Common Grammar Errors' guide).
- Have you used **plurals without articles** when referring to something in a general way - *PC users, games players, university students, etc.*? What do you do about uncountable nouns like *information, evidence, advice, knowledge, research, staff and software*? (Refer to the 'Common Grammar Errors' guide).
- Are your **tenses consistent, logical** (ie. do they fit the time of the action being described)? NB: Game rules are likely to be written in the present tense.

Typing and Punctuation:

- Have you checked for typos - missing capital letters, missing letters in words, missing full-stops or question marks? Are commas correct and present?