

What about your language use?

	Yes	No
• Is your language appropriately formal (with no slang or contractions)?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the spelling correct (especially of jargon words and authors' names)?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you used inclusive language (avoided use of racists or sexist language and use of gender specific terms – eg instead of using 'mankind' use 'humankind' which is inclusive of both sexes)?	<input type="checkbox"/>	<input type="checkbox"/>

The final check

Once you have done all of the above you are ready for the final polishing touches.

	Yes	No
Read your assignment aloud and check for the following:		
• Do your ideas flow logically from one to the other?	<input type="checkbox"/>	<input type="checkbox"/>
• Are the sentences neither too long nor too short?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you find any typos or missed or mis-used words?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you overused particular words or sentence structures?	<input type="checkbox"/>	<input type="checkbox"/>
• Does any of the language sound clumsy or inelegant?	<input type="checkbox"/>	<input type="checkbox"/>
Also check:		
• Do you need a cover sheet?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you clearly identified:		
-yourself	<input type="checkbox"/>	<input type="checkbox"/>
-your lecturer/tutor	<input type="checkbox"/>	<input type="checkbox"/>
-the course	<input type="checkbox"/>	<input type="checkbox"/>
-the assignment topic	<input type="checkbox"/>	<input type="checkbox"/>
-page numbers	<input type="checkbox"/>	<input type="checkbox"/>
-the submission date?	<input type="checkbox"/>	<input type="checkbox"/>

Make sure that you keep a carefully filed copy of your assignment.

Further resources

For more detailed information on grammar, sentence construction and punctuation you could refer to:
Fox, M & Wilkinson, L 1993, *English Essentials*, Macmillan Education Australia, Melbourne.

If you require more assistance with editing your own work please contact the Language and Learning Service on 8303 5771.
Visit the LLS website for additional resources: www.adelaide.edu.au/clpd/lls/

Learning Guide Author: Helene Hipp and Kerry O'Regan Template design: Peter Murdoch