

Proofreading & Polishing — Final 10■Minute Checklist

Quick fixes that lift grades: clarity • accuracy • style • task focus

Clarity & Task Focus Does each paragraph answer the question? Topic sentences are precise and on■task. Every quotation is short and integrated. Analysis > summary (why it matters).	Grammar & Punctuation Subject–verb agreement; consistent tense. Apostrophes: possession vs plurals. Comma splices fixed (use semi■colon / full stop). Colons introduce; dashes add emphasis.	Style & Vocabulary Swap vague words: big → substantial; shows → reveals. Vary sentence openings; avoid repetition. Academic tone (no ‘I think’ unless reflective). Cut filler (‘very’, ‘really’) to tighten prose.
Structure & Flow Logical ordering; transitions in place. One idea per paragraph (PEAR/PEEL). Clear intro & purposeful conclusion. Check paragraph length (balanced).	Quotation & Referencing Quotation marks correct; ellipses if omitted. Key words analysed (zoom■in). No quote without comment (explain effect). Names/titles spelled consistently.	Last■Minute Habits Read aloud; fix anything you stumble over. Finger trace every comma/full stop. Underline the task words in the question. Write a 1■line ‘therefore’ in the margin for each paragraph.

Tip: If time is tight, prioritise topic sentences, quotes, and conclusions — they carry the most marks.