

Proofreading Checklist

After you have completed your written scientific research report, it is important to think about and check what you have done. Proofread your work to minimise errors and maximise communication of ideas from your investigation.



Use the following questions as a proofreading checklist.

Proofreading checklist	Tick
Have I investigated the question fully?	
Have I checked the assessment marking criteria with my written work?	
Have I expressed myself clearly to communicate my ideas well?	
Have I used the scientific writing style? This includes appropriate use of scientific language, title and subheadings.	
Have I included data analysis and evidence? This includes talking about graphs, tables, statistics, diagrams, photos etc.	
Have I checked spelling, punctuation and grammar?	
Have I included the references in my bibliography in the correct format?	
Is my scientific research report presented in the correct way?	
Had my Science teacher checked and provided feedback on my report?	
Have I submitted my final Scientific Research Report on Google Classroom?	

Topic covered: _____

Crew Member Names:

Proofreaders: _____ **Date:** ____/____/____