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Follow this template when proofreading writing assignments and projects.

SPELLING

- Check the spelling of each word.
- Observe country-specific spelling.
- Remove double spaces.
- Remove spaces in subscript and superscript.
- Delete space before and after en dash or em dash.

PUNCTUATION

- Use periods, commas, colons, semicolons, and quotation marks correctly.
- Check consistency in hyphenated words.
- Check the use of en dash and em dash.
- Check for proper use of punctuations in equations.
- Use the correct punctuation for lists.

GRAMMAR

- Check the tenses of each verb.
- Look for subject-verb disagreement.
- Double-check articles, prepositions, and conjunctions.



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- Observe pronoun consistency.
- Use the right article.
- Observe proper capitalization.

SENTENCE STRUCTURE

- Balance the use of active and passive verbs.
- No sentence ending in a preposition.
- Most sentences begin with the subject.
- Observe sentence variety.

VOCABULARY

- Use contextual synonyms for overused words.
- Refer to subjects instead of overusing pronouns.
- Technical terms are explained well.
- Avoid abbreviation overuse.

REFERENCES

- All the sources are acknowledged.
- Borrowed images are properly cited.
- Follow consistent citation style.
- Less use of direct quotations.