

Proofreading Checklist for SPAG

It is important that your CVs, cover letters and personal statements are free of spelling, punctuation and grammar (SPaG) errors in order for employers to consider your application.

Use the checklist below to ensure your writing is accurate. If you would like to find out more information about SPaG, access the English for Employability Resources on BREO here: <http://tinyurl.com/hxvu9q2>

Aspects to consider		Explanation	Example
1	Spelling	<p>All spelling mistakes are identified.</p> <p>Use Microsoft Spellchecker in Word and double-check proper nouns such as: names, places, people and job titles.</p>	
2	Homophones	<p>Homophones are used correctly.</p> <p>*Tip: Homophones are words that sound the same when we pronounce them, but have a different spelling in writing.</p> <p>Common homophone confusions: Affect / effect, know / no, than / then, their / there / they're, to / too/ two, accept / except, your / you're, practise / practice.</p> <p>Click the following link for guidance on common homophone confusions: http://tinyurl.com/jjrvmys.</p>	
3	Capital letters	<p>A capital letter is used for proper nouns such as: names, places, people and job titles. Capital letters should also be used for street names, towns / cities and postcodes when writing addresses.</p>	<p>✘ Incorrect example: university of bedfordshire</p> <p>✔ Correct example: University of Bedfordshire</p>
		<p>A capital letter is used for the first word in a sentence.</p> <p>Click the following link for guidance on using capital letters http://tinyurl.com/zzdeyyk</p>	<p>✘ Incorrect example: firstly, I designed ice breaker activities.</p> <p>✔ Correct example: Firstly, I designed ice breaker activities.</p>

4	Commas	<p>Commas are used to separate the elements in a list of three or more items.</p>	<p>✘ Incorrect example: After she had spoken to the student, a meeting between the parents student and line manager was arranged.</p> <p>✔ Correct example: After she had spoken to the student, a meeting between the parents, student and line manager was arranged.</p>
		<p>A comma is used to separate certain introductory elements in a sentence. In some cases a comma is not necessary; click the link below for more information on this.</p> <p>Click the following link for guidance on when to use a comma after introductory elements: http://tinyurl.com/zzdeyyk</p>	<p>✘ Incorrect example: Since the beginning of this year we have delivered PAL sessions on a weekly basis.</p> <p>✔ Correct example: Since the beginning of this year, we have delivered PAL sessions on a weekly basis.</p>
		<p>A comma is used before certain conjunctions to connect two independent clauses.</p> <p>For example: and, but, yet, or, so</p> <p>Click the following link for guidance on using commas in your writing: http://tinyurl.com/zzdeyyk</p>	<p>✘ Incorrect example: Some of the deliveries for the laboratory contained sensitive materials and, they had to be delivered as soon as possible to the lab to avoid damaging them.</p> <p>✔ Correct example: Some of the deliveries for the laboratory contained sensitive materials, and they had to be delivered as soon as possible to the lab to avoid damaging them.</p>
5	Semi-colon and colon	<p>Colons (:) are used to introduce a list. Semi-colons (;) are different to colons and are occasionally used in CVs and job applications.</p> <p>*Tip: There is a significant difference between the semi-colon and the colon.</p> <p>Click the following link for guidance on using the colon and semi-colon in your writing: http://tinyurl.com/zzdeyyk</p>	<p>✘ Incorrect example: My internship role involved working with members of staff in three departments; Art and Design, Media Production, and Performing Arts.</p> <p>✔ Correct example: My internship role involved working with members of staff in three departments: Art and Design, Media Production, and Performing Arts.</p>

6	Linking words / phrases	<p>Some conjunctions such as: 'and,' 'but,' and 'because' are avoided at the beginning of a sentence.</p> <p>*Tip: More formal words and phrases can be used instead.</p> <p>Click the following link for guidance on using linking words and phrases: http://tinyurl.com/h5w9ego</p>	<p>✘ Incorrect example: And this resulted in people taking me for granted and professional boundaries being unclear.</p> <p>✔ Correct example: This resulted in people taking me for granted and professional boundaries being unclear.</p>
7	Nouns	<p>Countable nouns are used to indicate that there is more than one person, place, thing or idea.</p>	<p>✘ Incorrect example: I was under supervision for the first two day.</p> <p>✔ Correct example: I was under supervision for the first two days.</p>
		<p>Uncountable nouns are substances, concepts, information and materials that cannot be counted.</p> <p>Click the following link for guidance on countable and uncountable nouns: http://tinyurl.com/zxxw9bd</p>	<p>✘ Incorrect example: I have received advices and informations from senior colleagues.</p> <p>✔ Correct example: I have received advice and information from senior colleagues.</p>
8	Prepositions	<p>Prepositions are used correctly.</p> <p>For example: about, at, for, in, of, on, to and with.</p> <p>Click the following link for guidance on using prepositions: http://tinyurl.com/gnr9xeq</p>	<p>✘ Incorrect example: I have a proactive approach on planning.</p> <p>✔ Correct example: I have a proactive approach to planning.</p>

9	Articles	<p>Articles are correctly placed before nouns in a sentence.</p> <p>For example: the, a and an</p> <p>Click the following link for guidance on using articles: http://tinyurl.com/zbgvplp</p>	<p>✘ Incorrect example: I have an proactive approach</p> <p>✓ Correct example: I have a proactive approach</p> <p>✘ Incorrect example: PAL scheme improved my confidence.</p> <p>✓ Correct example: The PAL scheme improved my confidence.</p>
10	Incomplete sentences	<p>Incomplete sentences are avoided.</p> <p>*Tip: A complete sentence expresses a complete idea and ends with a full stop. An incomplete sentence does not express a complete idea.</p>	<p>✘ Incorrect example: I understand that if any of my patients refuse treatment for any reasons. I should respect their decision.</p> <p>✓ Correct example: I understand that if any of my patients refuse treatment for any reasons, I should respect their decision.</p>
11	Subject-verb agreement	<p>Subject-verb agreement is used correctly.</p> <p>*Tip: Subject-verb agreement uses the right version of the verb (v) to agree with the subject (s).</p> <p>Click the following link for guidance on subject-verb agreement: http://tinyurl.com/zfc5pw8</p>	<p>✘ Incorrect example: Sorting mail (s) in the correct pigeon holes were (v) quite difficult.</p> <p>✓ Correct example: Sorting mail (s) in the correct pigeon holes was (v) quite difficult.</p> <p>In the above example, the subject 'mail' is a singular uncountable noun, therefore the singular form of the verb 'was' should be used.</p>
12	Missing words	<p>All missing word errors are identified</p> <p>Use Read & Write Gold to identify missing words</p> <p>Click the following link for guidance on using Read & Write Gold: http://tinyurl.com/hnm8qb8</p>	