

CHECKLIST: FORMALITY, ORTHOGRAPHY AND GRAMMAR

After you spent time on the language and style of your work (Higher Order Concerns/ HOC), you can now start with the revision of the formal correctness: the spelling and grammar of your work (Later Order Concerns/ LOC).

Quotes

- Quotes are logically included into the text, they are not only put into the text but introduced and important.
- It is clear why the quote is being used in this place. For example:
 - They are thoughts or ideas from a third person.
 - It is a fundamental definition.
 - A certain position is being presented.
 - It is made clear what others have to say about the topic.
 - The research subject (i. e. extracts from an interview) are being included.

Grammar

- The collocations are right.
- The enumerations inside a sentence are right.
- The sentences are congruent.
- The proper tenses are used.

Scientific illustrations

- So called scientific illustrations (figures, illustrations, tables, diagrams, formulas) are reasonably included in the text and not simply put there, but introduced and explained.
- The function of the scientific illustration is made clear. For example:
 - It is a simplification of reality (i. e. technical drawings, organization charts).
 - Information is presented in a clear structure (i. e. table).
 - An abstract connection of process is being concretised. (i. e. flow chart, graph of a function).
 - Associations are being provoked. (i. e. picture).

Formal uniformity

- Quotations are uniform (and correct).
- Authors are either always with or without their first name(s) quoted.
- Quote either always in footnotes or with brackets.

Orthography, punctuation and slips of the pen

- I checked my text at least once with the orthography and spelling programme of my computer.

- I read the text out loud for myself to find mistakes that could have happened by moving too many text passages.
- I especially checked the commas in my text.

The presented checklists can be used to stimulate the revision phase. They do not lay claim to be complete.

In dependence on:

Handouts Schreibzentrum der Europa-Universität Viadrina. 2016.

Concept: Writing Centre of TU Dresden, 2016.

Further information on our support services, writing advice, workshops, writing marathon, etc. on our website: www.tu-dresden.de/deinstudienenerfolg/szd