

Proof reading with S.C.O.P.E

Using SCOPE will help you proof read your work effectively and make necessary corrections.

Spelling.

Re-read your paper for misspelled words.
If you have a dictionary, then use that.
Check for the correct spelling of homophones.

Capitalisation.

Re-read your work to make sure all words that have to be capitalised are correct.

Words that need to be capitalised are:

- Words at the start of sentences.
- First letters of names and titles of family members.
- Places and businesses.
- Special events.
- Days and months.

Order of words.

Re-read your work to make sure that words are in the correct order and that no words have been omitted.

It may be helpful to read your paper aloud. Point to each word as you say it to make sure that no words have been omitted, added, or mixed up.

Punctuation.

Re-read your work to make sure that you have used correct punctuation.

Remember to check each of these types of punctuation marks.

- Full stops
- Question marks
- Commas
- Colons
- Semicolons
- Brackets
- Ellipsis
- Exclamation mark

Express a complete thought.

Re-read each sentence aloud to make sure that you have used grammatically correct sentences.

Re-read for each of the following:

Complete sentences - each sentence has a complete thought/s.

- No run-on sentences - all parts of the sentence are related. Make sure they are no longer than three or four clauses.
- It may be helpful to re-read the sentences aloud to make sure that they sound right.