

Proofreading: Talking Stats

Pass your pieces of homework round clockwise and focus each on just one or two aspects. Use different colours in your annotations. If something strikes you as unclear, misleading or incorrect, politely pencil in changes.

- 1) **Grammatical correctness A** (Use our sheet and mark in violet)
 - Are definite and indefinite articles put correctly? (*school = lessons, the school = the building*)
 - Are quantifiers for countable and uncountable nouns used properly?
- 2) **Grammatical correctness B** (Use our sheet and mark in orange)
 - Are the tenses correct? (*Between 1960 and 1970 ⇒ past tense; since 1960/for the last 45 years ⇒ present perfect; for forecasts ⇒ the will-future*)
 - Are adverbs used where needed and are they in their right positions?
- 3) **Content** (mark in red)
 - Is there a heading and does it refer to this specific chart?
 - Do you mention the source, the title and the year of its publication?
 - Does the text start with what the chart roughly looks like, what it is about, what type of chart it is?
 - Are the measurements specified and what they measure?
 - Is the description (what you see) brief and is the analysis (what it means) to the point?
 - Are the usual ~250 words kept to?
- 4) **Powers of expression** (mark in green)
 - Are formal aspects kept to (*at least three paragraphs*)?
 - Do adjectives or adverbs help to get the message across?
 - Do linking phrases make developments, their causes and effects clear? (*Underline useful phrases.*)
 - Does the last sentence give the gist?

While working, do observe silence. If anything needs to be said at all, whisper.

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