

### Proofreading: Personal Statement

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.*) (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.*) (mark in orange)
  - Are the tenses correct? (With personal statements, it is often the past tense, the present perfect and the future.)
  - Are adverbs used where needed and are they in their right positions?
- 3) **Content** (mark in red)
  - Do you give your reasons for applying to this specific organisation?
  - Do you specify relevant qualities and skills of yours?
  - Do you refer to examples of what you have done?
  - Do you keep to the usual 200–600 words unless explicitly required otherwise?
- 4) **Powers of expression** (mark in green)
  - Are formal aspects kept to (layout, salutation, name and address)?
  - Does this text bring out your strengths?
  - Do you still manage to be and sound realistic?
  - Do your linking phrases make it clear how, where and when you did what? (*Underline phrases that are used to good effect and put an exclamation mark on the margin!*)
  - Do you manage to end on a high note, i.e. nice but optimistic?

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

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