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 <u>pencil</u> in changes.

1) **Grammatical** correctness **A**. *(Use our sheet.)* (mark in violet)

   - Are definite and indefinite <u>articles</u> put correctly? *(school = lessons, <u>the</u> school = the building)*
   - Are <u>quantifiers</u> for countable and uncountable nouns used properly?

2) **Grammatical** correctness **B**. *(Use our sheet.)* (mark in orange)

   - Are the <u>tenses</u> correct? (With personal statements, it is often the past tense, the present perfect and the future.)
   - Are <u>adverbs</u> 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 <u>linking phrases</u> 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.