**Checklist / Editing Strategies - ESSAY**

Before submitting your essay, please remember to read it and proofread it **several** times (one is not enough!)  
*Careless basic errors (e.g. articles, prepositions, agreements, spelling mistakes) reduce the mark*.

Suggestions for proofreading/editing, after you have written your essay

1. **Reading A**: read your essay and double check it for **coherence** in terms of structure and content – *for structure, you can use the essay structure checklist uploaded to Lecture Notes (Week 4, Term 1)*.

2. **Reading B**: read each **paragraph** and double check **cohesion** among sentences - connettivi logici (e.g. the use of *tuttavia*, *infatti*, *infine*); subordinates and verbs (e.g. io penso che tu *sia*…)

3. **Reading C**: read each **sentence** and double check **cohesion within** the sentence. At this stage, each time you re-read your piece, please **focus ONLY on one aspect** and double check it carefully. For instance:

* Articles/Articles+prepositions: are they correct?
* Agreements: double check agreements between subject/verb; adjective/noun
* Prepositions: double check that you are using the right preposition (double check idioms; verbs – *you can find a list of verbs & prepositions on Lecture Notes/Vocabulary > verbi con preposizioni*)
* Pronouns: pronome oggetto diretto/indiretto? What is the correct position of the pronoun?
* Verb conjugations – have you conjugated all verbs? Are they correct (agreement, spelling, etc)?
* Syntax: have you used the correct mode (*indicativo*, *congiuntivo*)? Is the relative pronoun that you have used (if any) correct? Remember that the relative pronouns cannot be omitted in Italian.
* Vocabulary – is it correct in terms of spelling? Is it appropriate in terms of register?

*In the feedback sheet, you always find suggestions for grammar revision. Please use them as another possible checklist.*