

Word Processing Assignments Checklist (and for all school work)

Students should strive to make each assignment as perfect as possible, suitable to hand it to your boss on the job. Remember—there is no such thing as “good enough”. Before you turn in your work, carefully proofread it to see that you have done all of the following:

- ❑ Use the show/hide button (¶)
- ❑ Proper structure and spacing of the document (business letter, report, memo, etc.)
- ❑ Correct capitalization (First word of a sentence, names, dates, days of the week, proper names, etc.).
- ❑ Correct spelling and grammar
- ❑ Correct punctuation, proper use of : . : ; “ ” , etc. (one space after punctuation, *no* space before punctuation)
- ❑ Proper heading for the assignment, name, etc.
- ❑ Correct and appropriate use of fonts and sizes
- ❑ Followed all the instructions for the assignment
- ❑ Ask your neighbor to look it over for you
- ❑ Use “print preview” before printing
- ❑ Save one more time *before* printing
- ❑ Is this your *best* work, would you give it to your boss at your job?

When you have done all of the above, you are ready to print and turn in your assignment.