Checklist
Before you e-mail your text to the writing tutor, examine your text to the extent you can on your own and make the following revisions in your text:

- Choose to use either American English spelling or British English spelling.
- Run spell and grammar check on the text and work with anything that is underlined.
- Determine whether nouns in sentences should be singular or plural.
- Check each sentence for subject-verb agreement.
- Check to make sure each sentence is a complete sentence.

If you need help with this, then you can watch the short video on simple, compound and complex sentences from the University Writing Center at Texas A&M University.


- Examine your text for paragraph structure.

If you need help with this, then you can watch this 30 minute video on “Writing structured paragraphs” from Massey University.

http://www.youtube.com/watch?v=EAjhLK5PuiU

- Choose three pages of text to e-mail, and use Times New Roman font 12 and 1.5 spacing between the lines in the Word document.

- Read your text out loud to yourself to help you work with the revising process.

Now you can e-mail your text to studieverkstad@umu.se

Please bring this completed checklist with you to the scheduled appointment.