

L2 SPS 2020

Session 15

Workshop session 5 – Proofreading and layout

Get into groups of three, and send your article to the two others in your group.

Read and suggest corrections for the two articles the others send you. You can point out language errors, and also anything you find unclear or problematic.

Once you've received feedback, proceed with any required corrections

Layout

You can use something like Microsoft Publisher to organise and visually optimise your document.

Make sure the text can “breathe” by including enough whitespace, and make sure it is legible.

Place any illustrations where you think best, and make sure that they have not been stretched and lost their original proportions. Remember to include an explanatory caption.

Submission

Once you've done the layout, export your file as a pdf and send it for assessment.