

Step Five: Producing and Packaging Checklist

| Technical writing skills Have you.... | ✓ | Notes |
|--|---|-------|
| ...used ideas consistently, making no contradictions within proposal? | | |
| ...used words consistently, always defining terms in the same way? | | |
| ...applied formatting consistently (e.g., italics, bold, quotation marks, capital letters, headings, references, footnotes, etc.)? | | |
| ...used sentences that are clear and concise? | | |
| ...built a logical flow where each point builds on the one that came previously and concepts are not assumed to be 'common sense'? | | |
| ...minimized loosely relevant information, staying on topic and ensuring that all supporting material is linked to your proposal? | | |
| ...used complete sentences, where each subject has a verb? | | |
| ...properly used of pronouns where referent is clear? | | |
| ...correctly used grammar, as identified by a skilled proofreader? | | |
| Visual presentation Do you have... | ✓ | |
| ...a font style and size that make your proposal easy to read? | | |
| ...headings and subheadings that reveal the main ideas and the organization of your proposal to the reader? | | |
| ...page numbers? | | |
| ...list format as many places as are appropriate? | | |