Transport of food to famine relief camps

Document: Final report Proof read ……H Bradshaw ….

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| Layout | Checked |
| Follows standards in the manual | **√** |
| Page breaks to ensure titles not at bottom of page | √ |
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| Page numbers correct on Contents page | √ |
| Headers and footers correct throughout | √ |
| Dated, author’s name included | √ |
| If numbering used for sections, these are all consecutive | √ |
| Titles, paragraphs, diagrams are all correctly aligned | √ |
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|  |  |
| Reading |  |
| No spelling mistakes (don’t rely on the spell checker!) | √ |
| Punctuation correct, including apostrophes | √ |
| No initials or acronyms used without explanation | √ |
| Circulation list – names spelt correctly | √ |
| All appendices are referred to in the report | √ |
| All totals, and any other calculations, checked (if appropriate) | N/A |

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Where errors are found, clearly mark the report and refer them to the author for correction.