

Transport of food to famine relief camps

Document: *Final report* Proof read# Bradshaw

Layout	Checked
Follows standards in the manual	√
Page breaks to ensure titles not at bottom of page	√
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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	√
Font sizes and type are consistent	√
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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