

A PRESENTATION ON PROOFREADING TECHNIQUES AND TIPS

PROOFREADING

- Proofreading is the reading of a gallery proof or an electronic copy of a publication to detect and correct production errors of text or art.

PROOFREADING TECHNIQUES

- The editing and proofreading techniques are divided into six logical sections :
- 1) HABITS
- 2) PRACTICAL PROCESSES
- 3) THE BIGGER PICTURE
- 4) SENTENCE-LEVEL EDITING
- 5) FORMATTING
- 6) DON'T FORGET!

HABITS

- Sleep on it.
- Look over the document at different times of day.
- Read your writing out loud.
- Keep an error list.
- Keep a list of difficult words nearby.
- Give it time.
- Use a style guide from the beginning.
- Print it out in a different layout.
- Avoid distractions when proofreading.
- Be consistent in your changes.
- Get a trusted friend to read your writing.

- Don't edit while you are drafting.
- Edit and proofread other people's works.
- Don't edit forever.
- Use track changes in Word when editing.
- Use a red pen when proofreading on paper.
- Read other people's great writings.
- Read a good grammar book.
- Hire a professional.
- Assume the mistake is all over.

PRACTICAL PROCESSES

- Edit on screen and then proofread on paper.
- Read your sentences in reverse order.
- Proofread your sentences slowly.
- Look for one type of problem at a time.
- Edit the big stuff first, small stuff second.
- Consider academic footnotes and endnotes.
- Keep a checklist of elements to review.
- Turn off full justification.
- Use a ruler when proofreading.
- Try different software when editing.
- Re-read your changes.
- Read syllables not words.

THE BIGGER PICTURE

- Locate your writing right away at the beginning.
- Take care with your introductions.
- Do more research.
- Ensure the document has a spine.
- Cut out the parts that aren't working.
- Determine whether the document has a consistent tone.
- Add in real-life examples, such as stories.
- Make sure you have evidence for your arguments.
- Fine tune your arguments by recognizing your opposition.
- Bring together scattered thematic parts.