PROOFREADING TECHNIQUES 2

PROOFREADING

Editing and Proofreading are vital for producing great writing. Proof reading is the process of correcting surface errors in writing such as grammatical , spelling punctuation and other language mistakes. It perfects a writing and ensures a publication-ready document. Editing can genuinely improve the quality of our writing, whereas proofreading perfects already good writing and ensures that it is error free.

PROOFREADING TECHNIQUES

The term editing covers a wide range of practices , from reconstructing whole documents to recasting sentences. Proofreading is the final stage. It ensures the consistency of style and find errors. These editing and proofreading techniques are divided into six logical sections. They are;

1. Habits
2. Practical process
3. The Bigger Picture
4. Sentence level editing
5. Formatting
6. Don't forget

SENTENCE LEVEL EDITING

Sentence level editing is the micro-level of editing. In this we are editing sentences and words. It helps us to recast sentences and to make them tighter and clearer. Sentence level editing includes many steps . They are;

1. **REMOVE DEAD VERBS**

    Verbs are the most important words in a sentence. Dead verb means the verbs that have no movement. For example: to be, is, are, was, were. These words do not bring any actions to our mind. They always require more words to make a meaning. So when possible replace dead verbs with strong verbs such as run, walk, sing etc.

2. **AVOID WORDINESS AND REDUSDANCY**

    Remove unnecessary words, phrases, and even whole sentence to tighten up the writing. It helps the reader to gets the point faster. For example: The bottle is large in size. Here there is no need for "in size".

3. **REMOVE EXCESSIVE ADVERBS AND ADJECTIVES**

    Adverbs modify verbs. But the reader relate them back to the meaning of the verb. So use adverbs sparingly.

    Excessive adjectives annoy readers. Only use adjective to describe elements that need describing.

4. **FOCUS ON PARAGRAPH**

    The sentences of a paragraph should all relate to a singe point. I f each sentence on a paragraph is on different topic, the reader find this hard to follow. This single point is expressed in the first sentence of a paragraph, that is topic sentence. Examine each sentence and make sure it fits with the point or else remove that sentence.

5. CONVERT NEGATIVE STATEMENTS INTO POSITIVE STATEMENTS

Avoid negative statements in a writing. For example :rather than saying' it is not available in the market until December' we can say that 'it will be available in market from December.'

6. MAKE SURE SENTENCES HAVE JUST ONE IDEA AND SHORTER THAN FIFTEEN WORDS

It is best to have only one idea per sentence. It is because the readers can't process many ideas simultaneously. It is better to state different ideas in different sentence.

Long sentence are difficult to understand. So always tries to keep the sentences shorter than fifteen words. It will make the sentence more clear.

7. CHECK VERB TENSES ARE CONSISTENT

Do not change the verb tenses unnecessarily like writing in the present tense and in next second writing in the past. It creates utter confusion to readers.

8. LOOK OUT THE WORDS THAT SOUND THE SAME BUT SPELLING DIFFERENT AND CHECK FOR CONSISTENT SPELLING OF NAMES

Homophones are words that sound the same but are spelled different. When writing, its easy for our fingers to spit out one when we mean the other. For example: Principal/Principle

A common error is inconsistency in the spelling of names. That is spells the persons name one way at the beginning and other way in the middle. So make sure that they are correct and consistent.

9. TURN GENERAL LANGUAGE INTO SPECIFIC LANGUAGE

Readers love specifics. They need details. They like to read what makes him a nice man rather than simply stating he is a nice man.

10. <u>USE NOUNS MORE THAN PRONOUNS</u>

To avoid repetition , writers turn to use pronouns. But sometimes these pronouns become overused and confusing. For example: If two men described in a paragraph and then use the pronoun 'he' , the reader become confused.

11. <u>WRITE MOSTLY IN ACTIVE VERBS</u>

Active verbs describes a straightforward way of ordering words. Passive verbs are more complicated and makes more difficult to read. For example: John threw the ball

The ball was thrown by John.

12. <u>TAKE TIME TO LOOK AT THE PUNCTUATION</u>

Punctuation deserves special attention. It has a major role in the framing of a sentence.

13. <u>ADD COHESION WORDS</u>

To increase the readability of writing we can add linking words between the sentences. For example: 'as a result' . It links what came before to the effect in the next sentence.

FORMATING

It is also important to consider the appearance of the text.

1. **LOOK FOR FORMATTING INCONSISTENCIES**
    Format consistency is important throughout the whole document. We have to check whether all paragraphs flush left or some intended or whether we put the body text flush to the heading or insert a line space between two etc.
2. **LOOK CAREFULLY AT QUOTATION MARKS**
    It is important to make sure that whether we forgot to finish the quote or not. Also check if the period is inside or outside the last quote mark.
3. **INSERT HEADING FOR EASIER READING**
    Writers can enhance understanding of the text by introducing headings and subheadings. It helps to provide a visual representation of the outline of the document.

5. <u>PUT NUMBERS INTO GRAPHS , CHARTS AND TABLE</u>

___If there is so much numbers in sentences , turn them to visual. It helps to avoid visual monotony. Graphs, charts, and tables are easier for the reader to process the full sentence of numbers.

6. <u>BE CONSISTENT WITH CAPITALIZATION</u>

Writer may forgot their own capitalization rules as they move through the document. For example: At the beginning capitalize the word 'university' and then fall to capitalize it later,.

DON'T FORGET

These include things that we should do before send a writing.

1. **RUN SPELL CHECK AT THE END**
   Spell check is a feature in word processor which helps to found misspelled words. It helps to avoid errors.

2. **RE-CHECK QUOTATIONS WITH ORIGINAL SOURCE**
   In the process of writing other people's words , it is easy to make a mistake. Go back to the original source and check the saying word by word. Make sure that it is not misrepresented.

3. **ENSURE COPYING IS AVOIDED**
   When referring to other people's work make sure that you don't copy it without giving adequate credit to the original source. Or else they charge plagiarism.

5.   <u>RE-CHECK REFERENCES AND MATHEMATICS</u>

It is important to check the references. Make sure that names, titles and dates are correct. Also look out for formatting and capitalization consistency.

It is also important to check the math if we have any math in document . Because glaring mathematical errors can undermine our arguments and credibility.

These all are the proof-reading techniques which makes a text ready for publishing.

REFERENCES

1. **https://experteditor.com.au/blog/100-editing - and-proofreading-tips**

THANK YOU