Proofreading Tasks

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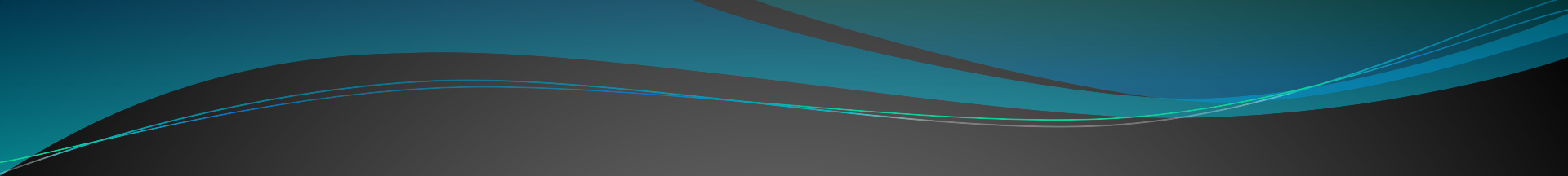
What is proofreading?

Proofreading is a way of catching errors in your paper
before you hand it in so that
your paper will be clearer, more correct, and more acceptable to
your instructor and to anyone else who reads it.

Common Mistakes

- Sentence errors (fragments, run-ons,comma splices)
- Commas (misplaced, incorrectly use, missing)
- Incorrect homonym use
- Misspelling
- Typos
- Transposing letters (from vs. form)
- Confusing similar words (affect vs. effect, then vs. than)
- Incorrect use of capitals or omitting correct capital letters

How to Proofread?

➢ First, if time permits, proofread your paper after being away from it for several hours or even for a few days.

➢ print out your paper before you begin proofreading it.

➢ When you begin to proofread, have a pen or pencil in hand to mark the errors or rough spots as soon as you find them.

➢ Read your paper aloud, slowly and carefully.

➢ Give your paper to someone else to proofread.

➢ Proofread your paper backwards!

➢ Use the spell check.

➢ Use the grammar check with great caution and reservation!

Importance of Proofreading

➢The manuscript is clear and concise.
➢The idess flow coherently and logically.
➢The accuracy and impact of the manuscript is enhanced.
➢The chance of being published in a reputed journal globally increases.