

Proofreading Techniques

Proofreading Technique	May help to identify errors in the following areas:
Take a break before proofreading	<i>Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Print a proofreading draft with extra space in margins and double-spaced	<i>Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Create a personalized editing checklist based on previous writing	<i>Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Read the paper more than once, looking for a different error each time	<i>Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Read aloud to someone else	<i>word-choice, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Have someone else read aloud while you follow along	<i>Spelling, word-choice, verb tense, subject-verb agreement, misplaced modifiers, wordiness, flow and coherence, content development, organization, thesis, focus</i>
Physically cover up all but the line you're reading	<i>Spelling, word-choice, citation, punctuation</i>
Read backward, word by word	<i>Spelling, wordiness</i>
Read backward sentence by sentence	<i>Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation,</i>
Point at words as you read them aloud to yourself	<i>Spelling, word-choice, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus</i>
Circle all verbs then check for tense, agreement, voice, mood etc.	<i>verb tense, subject-verb agreement, misplaced modifiers, sentence structure, fragments etc.</i>
Circle prepositions to check for clarity and wordiness	<i>misplaced modifiers, wordiness, flow</i>
Circle commas then check for correct use.	<i>sentence structure, punctuation</i>
Point and name punctuation as you read	<i>sentence structure, punctuation</i>
Use find/replace function to search for likely misspellings ie) there/their, affect/effect	<i>Spelling, word-choice</i>
Use spelling and grammar check with caution	<i>Spelling, word-choice, verb tense</i>