Proofreading Techniques

Proofreading Technique	May help to identify errors in the following areas:
Take a break before proofreading	*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*
Print a proofreading draft with extra space in margins and double-spaced	*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*
Create a personalized editing checklist based on previous writing	*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*
Read the paper more than once, looking for a different error each time	*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*
Read aloud to someone else	*word-choice, verb tense, subject-verb agreement , pronoun agreement, misplaced modifiers, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus*
Have someone else read aloud while you follow along	*Spelling, word-choice, verb tense, subject-verb agreement , misplaced modifiers, wordiness, flow and coherence, content development, organization, thesis, focus*
Physically cover up all but the line you're reading	*Spelling, word-choice, citation, punctuation*

Read backward, word by word	*Spelling, wordiness*
Read backward sentence by sentence	*Spelling, word-choice, citation, verb tense, subject-verb agreement, pronoun agreement, misplaced modifiers, sentence structure, punctuation,*
Point at words as you read them aloud to yourself	*Spelling, word-choice, wordiness, flow and coherence, paragraph structure, content development, organization, thesis, focus*
Circle all verbs then check for tense, agreement, voice, mood etc.	*verb tense, subject-verb agreement , misplaced modifiers, sentence structure, fragments etc.*
Circle prepositions to check for clarity and wordiness	*misplaced modifiers, wordiness, flow*
Circle commas then check for correct use.	*sentence structure, punctuation*
Point and name punctuation as you read	*sentence structure, punctuation*
Use find/replace function to search for likely misspellings ie) there/their, affect/effect	*Spelling, word-choice*
Use spelling and grammar check with caution	*Spelling, word-choice, verb tense*