

# student learning drop in

## Proofreading Tips and Checklist

- ✓ Critically, understand the difference between editing and proofreading. Editing is the first step which makes corrections to content and language. Be sure that you revise and edit your work first. Corrections in grammar and spelling (i.e. proofreading) will matter less if important elements such as answering the question, organisation and referencing are not evident and accurate.
- ✓ Determine the best medium for proofreading your work (i.e. print or electronic copy)
- ✓ Read your essay aloud – in many cases you will be able to hear the errors
- ✓ Read from end to beginning, sentence by sentence backwards. This technique will ensure that you don't put words in that are not there.
- ✓ Recognise your weaknesses and keep a catalogue of common errors you make (e.g. its versus it's). Double-check those particular errors at the proofreading stage by using find/replace function.
- ✓ Edit in short bursts (e.g. 30 minutes at a time)
- ✓ Sweep for errors by focusing on one type of error at a time
- ✓ If it doubt, look it up
- ✓ Have someone else read it

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