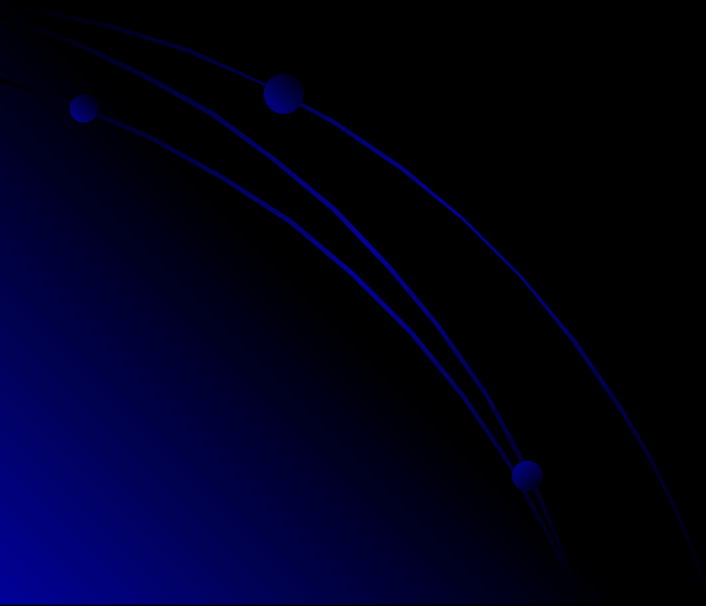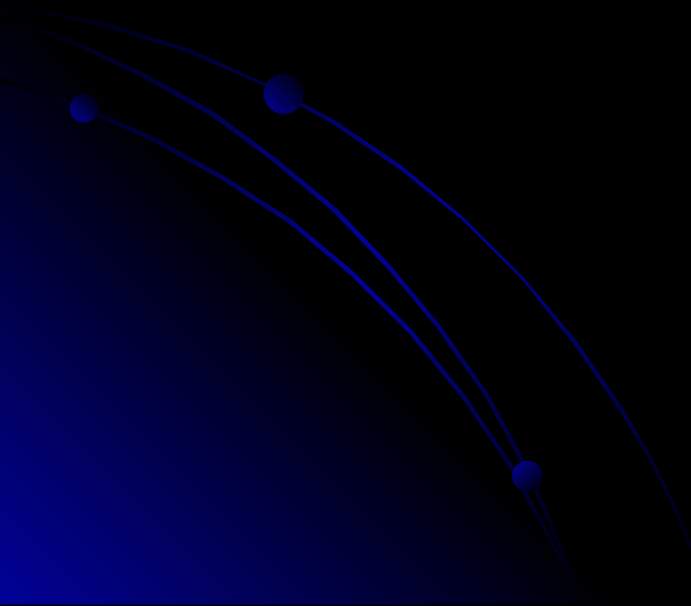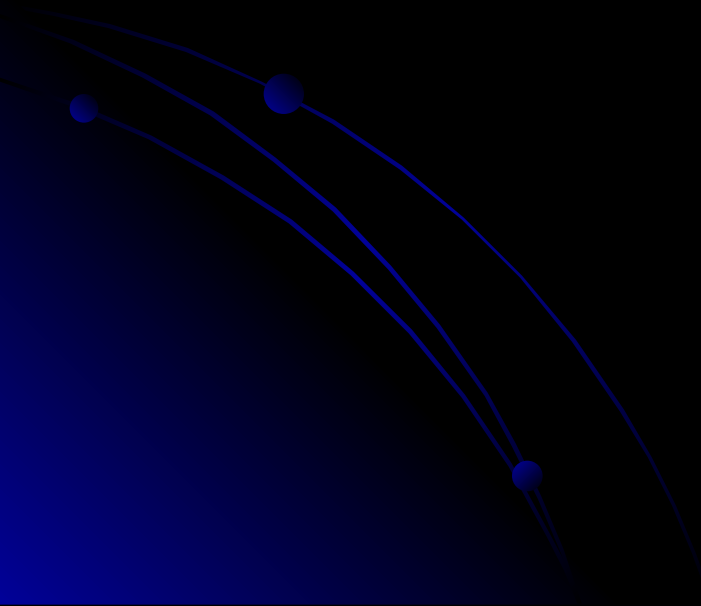# PROOFREADING

Why Is proofreading important?

- It helps you find errors in your papers.
- Helps the final copy show that the writer is thorough and organized.
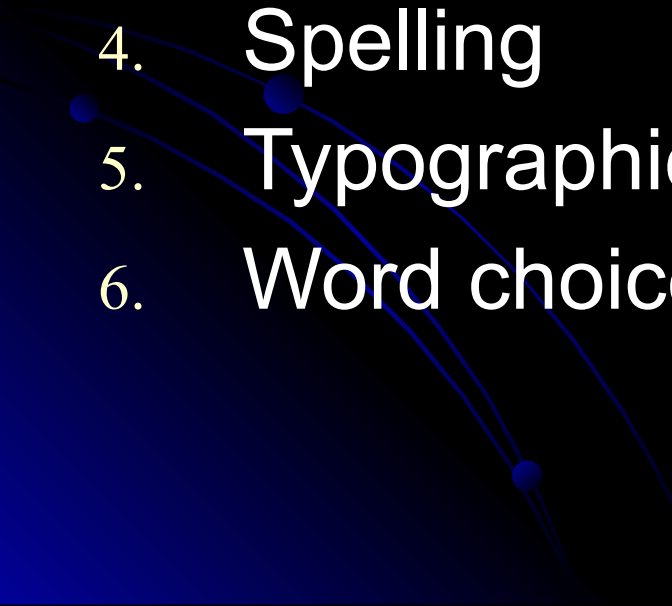
Proof-reading

- Revise your paper to your satisfaction.
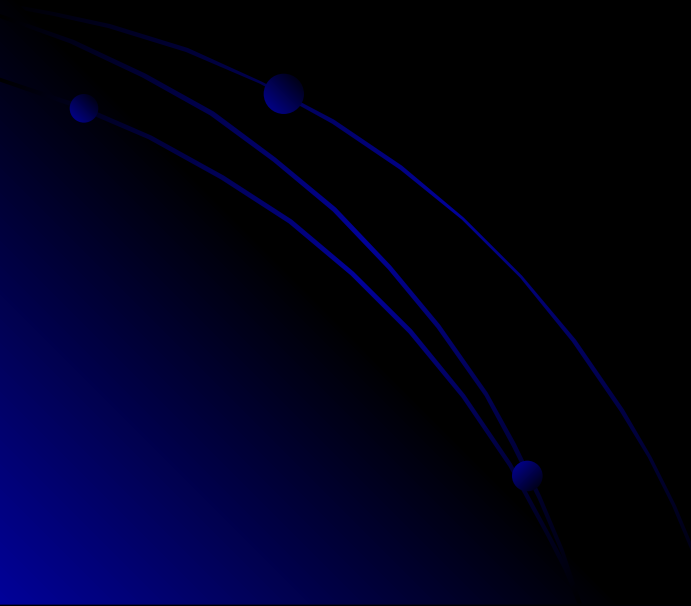- You locate and correct all errors, mechanical and typographical.
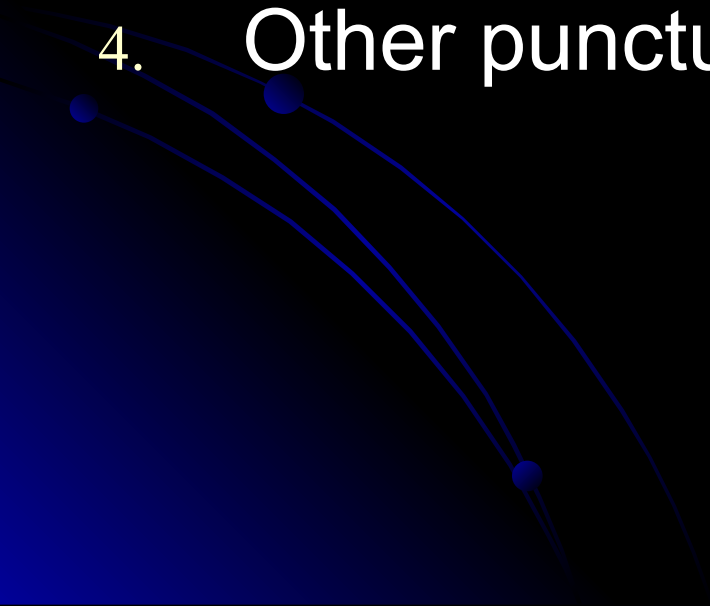
When proofreading…

- Make sure you check:

1. Paragraph structure
2. Sentence structure
3. Sentence error
4. Spelling
5. Typographical errors
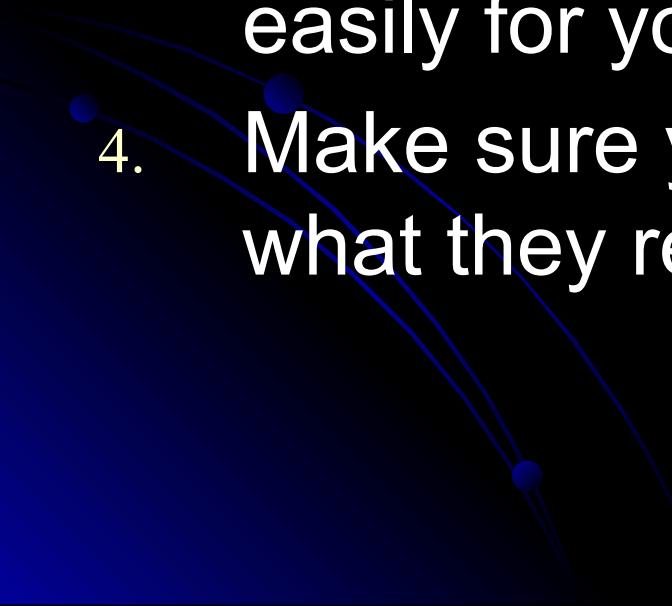6. Word choice and usage

Proofreading Tips

- Spell checking programs:
1. Don't rely on them.
2. Spell check doesn't catch all problems.
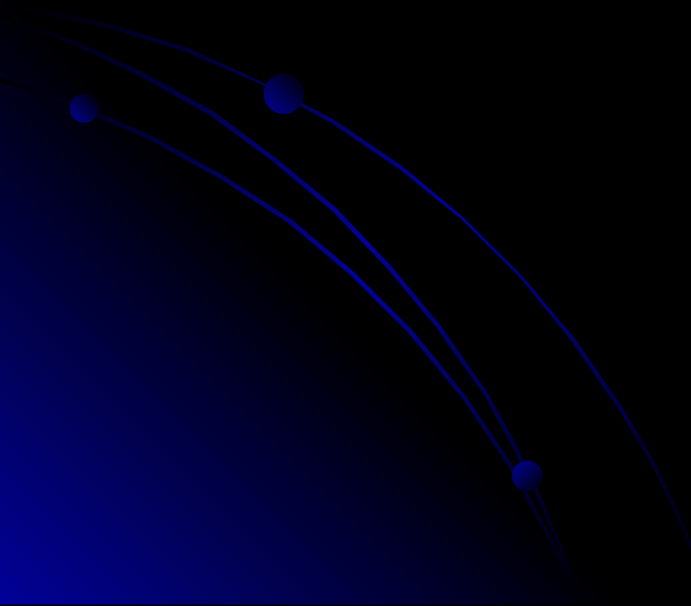
Proofreading Tips

- Check your punctuation.

1. Incorrect apostrophes
2. Period placement
3. Commas placement
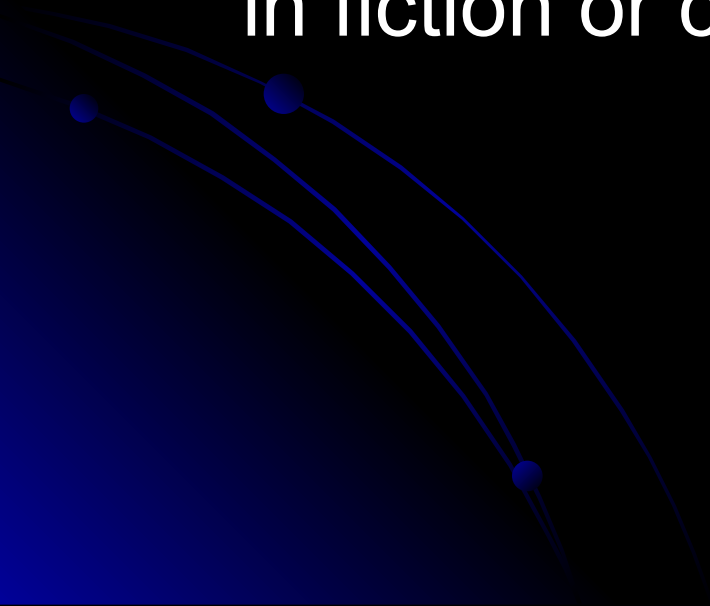4. Other punctuation errors

Proofreading Tips

- Consistency
1. Check for it!
2. Important for the flow of your paper.
3. Check to make sure the paper flows easily for your reader.
4. Make sure your reader can understand what they read.
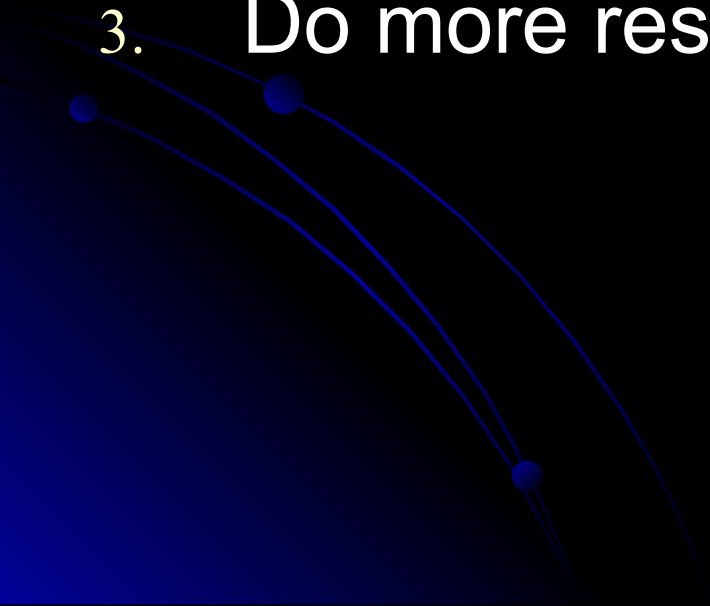
Proofreading Tips

- Spelling of words.
1. Check for proper usage of nouns and verbs.
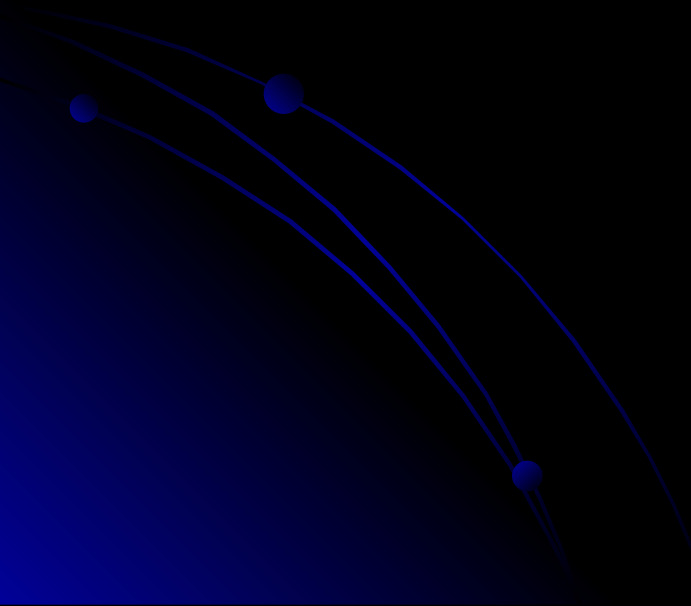2. Watch for typos.

Proofreading Tips

- **Complete Sentences**
1. Incomplete sentences can distract the reader.
2. Sentence fragments should only be used in fiction or creative writings.
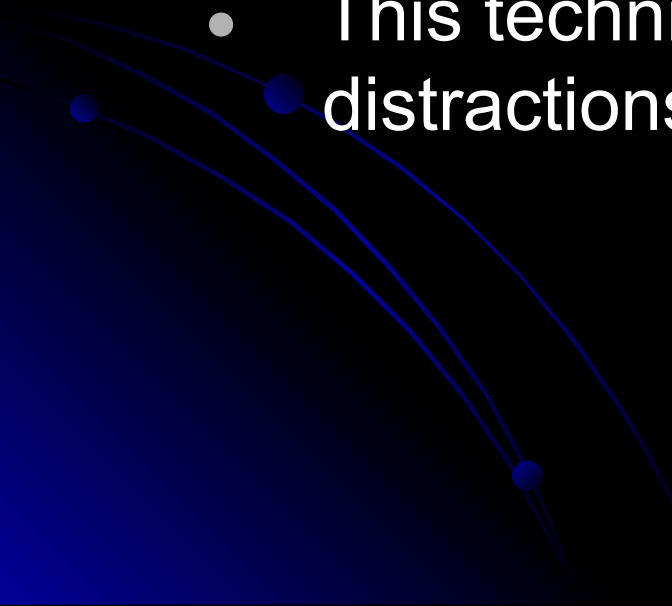
Proofreading Tips

- Connect your section properly.
1. Check to see whether or not it is coherent.
2. Check for weak points.
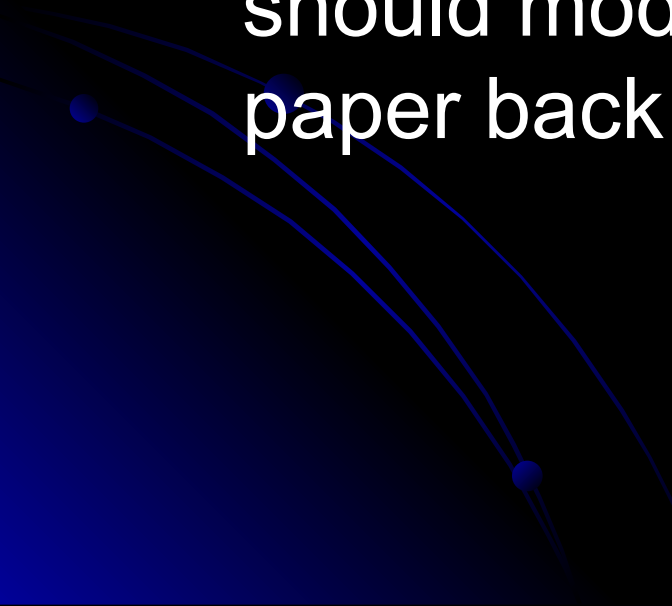3. Do more research if necessary.

Proofreading Tips

- Get a friend to read it.
1. They can catch things you can't see.
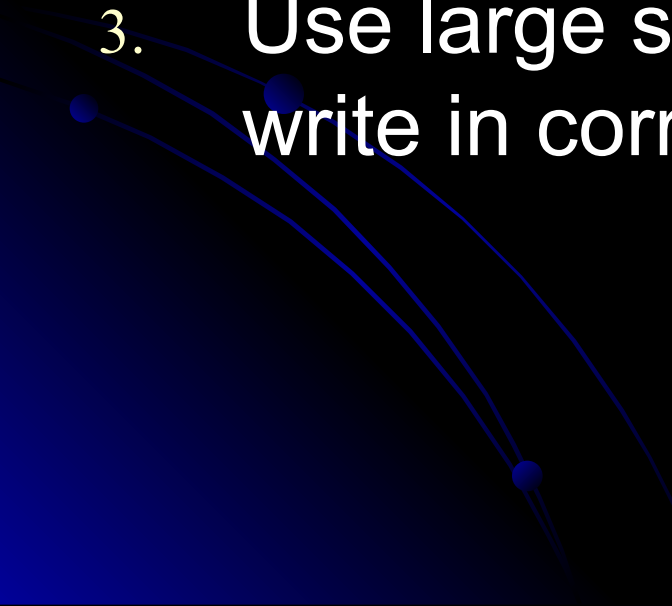2. This tip is rarely used in college.

Proofreading Techniques

- A fresh perspective
1. Take breaks in between writing and reading your paper.
2. Ask someone to read the paper to you.
   - This technique can be used to catch distractions and places where you stumble.

Proofreading Techniques

- Use a check list

1. This technique can be used to check editing.

2. To keep the check list up to date, you should modify it every time you get a paper back with mistakes.

Proofreading Techniques

- Use a computer.

1. Print a draft just for proofreading.
2. Use large print to help catch the mistakes.
3. Use large spacing to give you room to write in corrections.

Thanks for attention!!!

Ukrainian Academy of Printing

2012