## Why proofread?

Proofreading may not be fun, but it’s an important step in the writing process. Studies show that just one tiny mistake on a resume will get your application thrown in the trash. Even professionals proofread: the writing process inevitably comes with its minor errors—a misplaced comma here, a typo there, and so on. While these mistakes seem small, they can have a big impact on how you and your work are viewed. It’s best to do a thorough proofreading and be confident that your writing is error free.

## How to proofread

* Leave yourself enough time after your final draft.
  + Sleep on it. It’s easier to spot an error with fresh eyes.
* Read your paper out loud.
  + When you read out loud, your ears catch things your eyes miss.
* Know your weak points.
  + Refer to a grammar book or dictionary for things you are unsure on.
* Read your paper more than once.
  + Look at each sentence independently and dedicate each read through to finding specific errors.
* Don’t depend on spell and grammar check.
  + Word processors don’t understand context. Be smarter than the computer.
* Don’t be lazy about errors.
  + Errors create confusion and reduce credibility.
* Use a friend or tutor.
  + New eyes can often spot things the writer misses.

## Caution:

Don’t be tempted to rely solely on spellcheck. Here are some examples of errors that a word processor will often miss:

* “The sun is a natural source of **ultraviolent** rays.”
  + Proofread: “The sun is a natural source of **ultraviolet** rays.”
* “Rome was invaded by the **ballbearings.**”
  + Proofread: “Rome was invaded by the **barbarians**.”
* “At the battle of Hastings the **Angels** and the Saxons were defeated by the **Mormons**.”
  + Proofread: “At the battle of Hastings**,** the **Anglos** and the Saxons were defeated by the **Normans**.”
* “Joan of Arc was burnt at the **steak**.”
  + Proofread: “Joan of Arc was burnt at the **stake**.”
* “Romeo and Juliet tell each other how much they love each other in the **baloney** scene.”
  + Proofread: “Romeo and Juliet tell each other how much they love each other in the **balcony** scene.”