

# PROOFREADING

## 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 **ultraviolet** 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."