



PROOFREADING

WHAT IS PROOFREADING?

It is a stage in the writing process that is usually done at the end where a writer or someone else goes over and closely reads the paper to spot any kind of grammar mistakes or typos.

PROOFREADING TIPS:

1- Let friends proofread your paper as they will have a fresh eye while going through the paper.

2- Try to print it out as it will make it easier to see mistakes.

3- Rather than reading silently, try to read your paper out loud. By hearing how the words flow you will be able to spot mistakes.

4- Move away and distract yourself after finishing your paper. Afterwards, you can come back and look at it from a new perspective.

5- Familiarize yourself with the common mistakes that you make. By doing this, you will be able to focus and minimize the time taken when proofreading.

6- While Spelling Checkers are useful, they might not be fully accurate. You should not fully rely on them.

7- Reread your paper multiple times because once is not enough to notice all mistakes.

8- Proofread your paper at a time when you feel most ready.

