

# Proofreading

# Why proofread?

- It allows us to catch our mistakes before we turn them in to the teacher.
- It helps us produce a higher quality work product.
- Proofreading shows others we care about our work and how it looks to others.

# Ways to proofread



- Have others check our work before we turn it in
- Go through a checklist ourselves before we turn something in
- Take some time “away” from our work before we look at it with a “fresh eye” to see what mistakes we made and whether what we have written makes sense to us when we read it.

# A simple proofreading checklist

- Is every sentence started with a capital letter?
- Does every sentence end with punctuation?
- Have I spelled all words correctly?
- Do I have any run-on sentences (two or more sentences run together)?
- Do I have any sentence fragments (incomplete sentences)?
- Is my work legible? (Can others read it?)
- When I read out loud what I have written, does it make sense to me?
- Do I have a clear beginning (introduction)?
- Do I support my thesis or main idea with lots of good details or ideas?
- Do I have a conclusion in my writing that “sums up” my important points?

# When should I not proofread my work?



- While you are writing a first draft
- In the middle of thoughts; while you are brainstorming
- Until after you have had some time “away” from your work