



CHRIST THE KING SIXTH FORMS

You've heard the advice before: Check your work.

We are going to learn
to cut and paste kids.

Commas matter.

No matter what piece of writing or assignment you are working on, re-checking what you have written and how it is written is important. A strong proofreading process helps you catch typos, misspelling errors and other obvious mistakes in your text before your readers do. Maintaining attention to detail in your writing reinforces your credibility. The impression gained from your presentation counts. If you take your work seriously, your audience will, too. Ever heard the phrase, sloppy work, sloppy mind?

Here are a few key suggestions that are effective in maintaining the integrity of your effort and presentation.

1. Take a break between writing and proofreading

The moment you finish writing is not the best time to look for mistakes. You are too close to the content. A far better to step away for a while and return to it later. Then you will have a clear mind, as well as a fresh perspective, to examine your writing.

2. Read it aloud

Your eyes naturally take in text faster than your voice can speak it. What this means is that reading in your head can allow you to rush past spelling

mistakes. Reading aloud, on the other hand, forces you to slow down. Did you forget a word in one of your sentences? Did you duplicate one? Are some letters switched around here and there?

By reading aloud, you help yourself notice errors like these.

3. Read your post backward

Another way to make sure you pay attention to each word is to read your post backward. Sometimes, misspellings and grammar mistakes stand out more when you are not reading them in context. Reading backward can isolate each word to give it your full focus. Take a paragraph at a time starting from the bottom of the page.

4. Use a proofreading tool

Even if you use autocorrect on your typed text pay attention to the errors in spelling and grammar highlighted blue and red lines when using Word. Has it defaulted to American or English spelling?

Remember a correctly spelt word, wrongly used won't be highlighted.

Correct the obvious. There are several online tools that assist with proofreading if you are not confident in reviewing your text that will catch errors for you.

5. Ask someone else to read your work

Last but not least, you can always ask another person to read your text. A second set of eyes gives you an even better chance of catching any mistakes.

The next time you write, try following any of these proofreading tips. Catch mistakes before your readers do, and your writing will benefit. And your grade.