

Proofreading Tip Sheet

1. Read aloud.

Reading your work aloud allows you to hear what is written. Silent reading allows your brain to overlook mistakes by seeing what you intended to write rather than what is actually on the page.

2. Design a checklist of types of errors:

Homophones such as there, their and they're*

Missing words

Consistency

Spelling

Punctuation

Formatting

Your personal error types, e.g. if you confuse "its" and "it's," put that item first on your list.

3. Check for one error type at a time.

Check through your document once for spelling. Re-read it again for punctuation. Make a final pass for formatting.

Feel free to contact us with questions or suggestions.

*Some common homophones which can cause people trouble are as follows:

- **There** (Location) / **Their** (Possession) / **They're** (They are)
- **To** (Direction) / **Too** (Also, Excessive) / **Two** (The number 2)
- **Here** (Location) / **Hear** (Listening)

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We are here to help!

Contact us today for help with your project.

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