Proofreading Strategies

Take a Break:
Set your text aside for a while between writing and proofing.
Some distance from the text will help you see mistakes more easily.

Print Your Paper:
Work from a printout, not the computer screen. You can make notes in the margins, highlight problem areas, and it is generally easier on your eyes when you are reading off a piece of paper.

Read Aloud:
Reading a paper aloud lets you hear your words as a reader might.
Read slowly and carefully, while listening for missing words or tangled phrasing.

Read it Backwards:
Read the sentences individually, starting with the last sentence of your paper, and working your way to the first sentence.
By reading the sentences out of context, you will be able to spot errors more easily.

Use the Cover Up Method:
Use a colored sheet of paper (like this one, yo) to cover up the lines below the one you’re reading.
This technique keeps you from skipping ahead of possible mistakes.

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