

## Proofreading

Proofreading is not the same as reading. When you read, the goal is to understand and/or enjoy the information that is presented to you. In contrast, the goal of proofreading is to read with the purpose of discovering errors in the text. When you read, you are not preoccupied with verb tenses or subject-verb agreement. However, when you proofread, you want to assume that every space, letter, word, and punctuation mark could potentially contain a mistake.

This handout provides you with techniques to proofread. While there are many methods, all of them have the same goal: to help you look at your work carefully and have your brain on full alert, prepared to catch each mistake.

### Preparing to Proofread

Successful proofreading does not begin the moment your eyes start combing through your

Start with the last sentence of the piece you have written and then move up, sentence by sentence, to the first sentence. Reading in reverse order, you will see each sentence in isolation and be able to make more corrections. The example below numbers sentences from the bottom to the top; to proofread, you should start with sentence one, and then move up to sentence three.

3) A shortage in parking garages ultimately harms students who also have jobs, as they are not guaranteed a free parking space and thus not guaranteed to make it to their class on time after leaving work. 2) Therefore, students who do not have the option of arriving to school early should be given leniency. 1) Leniency should exist during the first few months of the fall semester when SJSU parking garages are particularly full.

As you proofread, cover the lines that you are not looking at with a white sheet of paper. This strategy isolates the number of words you focus on so that you are less distracted by the other sentences in the text.

### Proofreading on a Screen

If you proofread on a screen, enlarge the font size of the sentence you are looking at so even the punctuation is clearly visible to you.

A shortage in parking garages ultimately harms students who also have jobs, as they are not guaranteed a free parking space and thus not guaranteed to make it to their class on time after leaving work. **Therefore, students who do not have the option of arriving to school early should be given leniency.** Leniency should exist during the first few months of the fall semester when SJSU parking garages are particularly full.

Highlight each sentence as you read it. By highlighting each sentence, you focus on what is in front of you, and you are not distracted by the other sentences in your paper.

A shortage in parking garages ultimately harms students who also have jobs, as they are not guaranteed a free parking space and thus not guaranteed to make it to their class on time after leaving work. **Therefore, students who do not have the option of arriving to school early should be given leniency.** Leniency should exist at least during the first few months of the fall semester when SJSU parking garages are particularly full.



## Model Progress Log

<u>Grammatical Category</u>	<u>Assignment:</u>	<u>Assignment:</u>	<u>Assignment:</u>	<u>Assignment:</u>
	<u>Date:</u>	<u>Date:</u>	<u>Date:</u>	<u>Date:</u>
Articles (a/an/the)				
Subject-Verb Agreement				
Verb Tenses				
Comma Splice				
Fused Sentences				
Pronoun-Antecedent Agreement				
Prepositions				
Contractions				
Apostrophes				
Active/Passive Voice				
Spelling				

## References

Carduner, Jessie. "Teaching Proofreading Skills as a Means of Reducing Composition Errors."

*Language Learning Journals*. Routledge, Dec. 2007. Web. 10 Oct. 2014.

Madraso, Jan. "Proofreading: The Skill We've Neglected to Teach."