Problem

- A student in Technical Writing got back a paper that received 30 out of 50 points. The student did not have any major deductions for content but lost many points for spelling errors and punctuation.
- What does the student need to do on their next assignment?

Proofreading

- Proofreading involves analyzing your work (or that of others) to find and correct errors before sending or submitting the document.
- You should review your draft at least three times looking for different things each time.

Proofreading Guidelines

- Put distance between writing and proofreading.
- Use spell-check with caution.
- Read the text slowly and out loud.
- Know your typical patterns of error.
- Base decisions on fact rather than intuition.

First Proofread

- Completeness
- Clarity
- Accuracy of information
- Accomplishment of the purpose of the written communication
- Headings correct and appropriate

First Proofread

- Format
  - Margins correct
  - Spacing of items
  - Text spacing (single/double)
  - Heading placement
  - Widows/orphans
  - Indentations
Second Proofread

- Spelling
  - Are all words spelled correctly for their specific use in the paper?
- Punctuation
  - Is it correct and does it add to understanding or ease of reading?
- Information specific
  - Is it clear and is a source given if appropriate?

Second Proofread

- Sentence structure
  - Modifiers (dangling & misplaced)
  - Subject-Verb agreement
  - Weak openings and Passive voice
  - Faulty parallelism
    - "The foundation gives grants to aid institutions, to promote research and for various other programs."
    - "The foundation gives grants to aid institutions, promote research and support various other programs."

Second Proofread

- Sentence and paragraph length
- Simple words preferred to complex
- Consistency of numbers
- Abbreviations or symbols used correctly
- Capitalization rules followed

Second Proofread

- Illustrations correct
  - Table or Figure number
  - Descriptive title
  - Source (if appropriate)
  - Numbers same as in text
  - Illustration within the margins
  - Referenced in the text
  - Can stand alone (labels clear and complete)

Third Proofread

- Meaning is clear
- Writing is concise
- Facts presented are correct
- Information is complete
- Written at a level appropriate for the audience

Application

- Proofread completed in-class writing assignments and mark errors that you would correct if you were typing the paper
- Proofread all assignments
Evaluation

- Written Assignments
- Midterm Exam