



Students often think that, because of grammar and spell checkers in their word processing programs, they do not need to proofread.

Nothing could be further from the truth! Careful proofreading will help you eliminate omitted words, identify and repair incorrect use (for example, using *there* instead of *their*), and identify and correct punctuation errors that can distract or confuse readers.

Don't know what you're looking for when proofreading? A checklist of the Twenty Most Common Errors can be found in *The Everyday Writer*, 3rd edition, pages 9-22.



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KENT STATE UNIVERSITY WRITING CENTER

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You can find more mini-lessons online
<http://dept.kent.edu/english/WritingCent/mini.htm>

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Proofreading

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Mini-Lesson # 6

Writer:

1. Select a partner.
2. Sit beside your partner, **not** face-to-face.
3. Have a pen ready to make corrections.
4. Place your paper where you and your partner can both easily read it.
5. Read your paper **out loud**, beginning with the **last** sentence in your paper. This will help you avoid getting caught up in the content, allowing you to focus on finding errors.
6. As you read, correct any errors you notice.
7. Continue reading and correcting until you have completed your entire paper.



Proofreading Partner:

1. Sit **beside** the writer, not face-to-face.
2. Listen attentively as the writer reads aloud.
3. Since you **may not** mark on the writer's paper, **do not** have a pen in your hand.
4. When the writer makes needed corrections, say nothing or agree with the correction.
5. When the writer fails to notice an error, point out the error through the following steps:
 - State, "I see a problem in the sentence you just read."
 - If, after rereading this sentence, the writer still cannot find the error, **suggest** what the problem is: "I think you need a comma" or "I think a word is missing."
 - If, after again rereading the sentence, the writer still cannot find the error, state what you believe to be the problem.

Writer and Proofreading Partner switch roles and repeat process.

If you don't have a proofreading partner handy:

Read your entire paper backwards. Starting with the last word on the last page, read backwards, word by word, until you reach the first word on the first page. Then read your paper aloud, from start to finish.

Identify a couple problem areas — for example, confusing there and their or problems with commas — and check your paper carefully for those specific issues.

