The Proofreading Effect
• https://archives.nbclearn.com/portal/site/k-12/browse/?cuecard=2069
First Things First

• The What?

• Proofreading - Examining your work for errors, be they typographical, grammatical, or stylistic. Yes, spelling too.

• This may seem simplistic and easier said than done...
Why do we proofread?

- Ron Burgundy doesn’t proofread. Don’t be Ron Burgundy.

- https://www.youtube.com/watch?v=UtVjRG7PB_4
Why do it?

• The Why?

• Proofreading is the best way to ensure the success of your work. It is the line of defense between you and the submission process. Whatever you are working on should be turned in with your upmost confidence that it is the best version of what you intended.
When is Editing Necessary?

• The When?

• There are an infinite number of ways to go about the proofreading process. It can be done after each sentence, after each paragraph, or altogether at the end of your writing process. This is dependent on how you work as a writer.

• Recommendation - Try to allow 15 minutes per section or paragraph each time you write. This will allow for global concerns to be dealt with more efficiently.
Proofreading vs. Procrastination

- Procrastination is the enemy of proofreading. In order to give your work the chance for revision, you have to plan accordingly. Proofreading is only as efficient as the time in which you do it.
How to Edit Correctly

• Work from a hard copy

• Read your sentences out loud to yourself.

• Work from the top down. Address larger concerns before moving to smaller ones.
Editing for Content

- Ask yourself the who, what, when, where of your work.
- Once you have found the sentences that answer these, ask yourself if they are in a logical order.
- If you list something you are going to do or achieve in the work, and make sure you have done it by the end.
Symbols

Most Commonly Seen Errors

- **Fragmented sentences** - Does each sentence have a clear subject and verb?

- **Run-On sentences** - Do you have to stop and breathe during a reading of the sentence?
Comma Splices

- I would like to write my paper about football; it’s a topic I am able to talk about at great length.

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- Commas and Conjunctions are your best friends in these situations.
Spelling

• We tend to focus less on the validity of our spelling now that we live in the age of spellcheck. However, spellcheck cannot account for every error.

• Read your work line by line, forwards and backwards.

• However old-school it may sound, a dictionary beats spell-check every time.
General Editing

• Be sure to check page numbers, headers, etc.

• When you are sure something is correct, check again.

• Be careful for small words - if, on, in, is, and, etc.
The Frustrating Stuff

• Make sure all charts, tables and graphs are correctly labeled, cited, and inserted correctly.

• Double-check all dates, years, times, and numbers
Ask for Help

• The UWC

• Advisors and Professors

• Family and Friends

• If you do not feel proficient in your proofreading and editing capabilities, the writing center can become an effective resource, while also instilling these tools in you.
Individualize the Process

- One of your best assets is yourself. You know your writing. Nobody knows your strengths and weaknesses better than you. Write out what your biggest problem areas are and use this as a checklist.
Summary

• Proofreading can be time consuming, just as much as writing itself. However, if done correctly, it will save time in the long run. Learning how to do it correctly will both save time, as well as limit the amount of simple errors we tend to make.
Summary

• Having errors in your writing does not make you a bad writer. Only failure to account for these errors can do that.

• Time spent proofreading your work is time spent perfecting your finished product.
Last Tip

- Remember, don’t be Ron Burgundy
- https://www.youtube.com/watch?v=HNJ93HCxUA
References

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