Proofreading Tips

Tip	Why?
Leave time between the end of writing and the beginning of proof- reading (at least 24 hours is recommended).	You will be more objective and more likely to notice things you have missed; especially if you've been working on an assignment for a long time.
Print off your assignment to proof- read it.	It is more difficult to see your errors on a screen, particularly if you have been reading from the screen for a long time.
Do your proof-reading in stages; only check for one thing at each reading. For example, check for punctuation, then sentence clarity, spelling, structure of argument and so on.	This is a more thorough approach, and although it's time consuming, it means that your assignment will be less likely to have errors, omissions or muddled ideas.
Ask yourself "What am I checking for?"	You will have a clearer focus and be less likely to get side-tracked.
Try reading your work aloud or ask someone to read it to you.	You might hear your errors. Hearing what you've written also helps you to judge how you're getting your point across.
Use Read and Write software. This is available on most Edge Hill University computers (but not accessible from home).	Your document is read aloud electronically and gives you the opportunity to read and hear it at the same time.
Check your layout and format: are spaces between paragraphs regular? Are headings on the same page as their sections? Are the pages numbered? Is the line-spacing regular?	The person marking your work will be able to concentrate on what you have written and not be distracted by poor presentation.
Use Outline View (under View in toolbar) to see the first line of your paragraphs and to check that they follow in a sensible order.	Each topic sentence should contain the key idea.
Start checking from the last paragraph and move backwards through the essay.	Taking the information out of sequence helps to focus on the content of each part.
If there is a word you want to correct or alter that you have used several times in your text, use the Find and Replace feature in Word. You will find this on the top right hand of your toolbar.	It will save you time, as it will replace all words at once.