Proofreading tips & tricks

Read slowly

Proofreading a document isn't like reading a novel. Read slowly. Reading too fast forces your brain to skip words and subconsciously correct errors.

Read backward

Line by line or paragraph by paragraph; particularly helpful in finding spelling errors, since it forces you to concentrate on each word.

Break into chunks

Break a lengthy document into manageable pieces - taking a break between each. Read some in the morning, some in the afternoon.

Read it aloud

This forces you to voice every word and hear how it sounds - making it easy to spot errors!

Read it more than once

Look for different errors each time. For example, first check spelling/grammar. Next check the content. Then read it from the audience's point of view.

Audience first

Is the tone appropriate? Is the information easy to understand? Does the piece include any jargon or acronyms they won't understand? What else do they need to know?

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