

PROOFREADING & EDITING

Study Skills - Revision

Proofreading is an essential step in the writing process, it allows you to identify common grammar mistakes, misspelled words, sentences which are too long or lack of cohesive devices. Some writers do not consider proofreading an important part of the editing process which may cause some difficulties for the reader and thus a low grade in exams or lack of fully understanding.

Some of the most prevalent mistakes to look for when proofreading are:

Capital Letters. Remember to use them in the following cases:

At the beginning of every sentence.

To begin the name of a special person, place or thing.

To begin names of days, months and holidays.

To begin titles of people (Mr, Mrs, Dr, Captain, etc.).

To begin names of clubs or companies.

To begin the first word and all important words in the titles of books, movies or TV shows.

For the pronoun I

Let's practice!

Read each sentence and identify the mistakes

1. robert capa is a name that has for many years been synonymous with war photography.
2. in 1936 that he took one of his most famous pictures, *the death of a loyalist soldier*.
3. when world war II broke out, capa was in new york, but he was soon back in europe covering the war for life magazine.
4. when primate psychologist laurie santos from the comparative cognition lab at yale university posed this question to her team.

5. charles darwin, in on the origin of species, suggests that the eye evolved from "an optic nerve merely coated with pigment, and without any other mechanism" to "a moderately high stage of perfection"
6. There are whole sets of dna repeats that plants normally have but bananas do not.
7. next year I will travel to milan, italia. i will study in bologna business school.
8. other groups, africans, and native americans encountered repressive politics much earlier.
9. my dad went to work for american airlines last june.
10. i wrote an academic report about the golden gate bridge for my architecture class.

Commas. Remember to use them in the following cases:

Listing a series: I ate apple, peaches and pumpkin pie.

Before conjunctions: I slept all summer, but still felt accomplished.

Before parentheses: "I don't want summer to end," Kyle sighed.

After introductory elements: As a child, my favorite part of summer was not having to go to school.

Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.

Let's practice!

Read the sentences and put the comma in the correct places.

1. There was no question that John's painting a huge colorful and ugly mural was the worst entry in the art exhibit.
2. Werner von Braun Willy Ley and Edward Teller noted authorities in the field of rocket development have done much to guide the missile program of the United States.
3. Mr. Cready's ability to say the wrong thing at the wrong time is I believe amazing.
4. Running around the house the dog was abruptly stopped by a fence.
5. If the opposition should win our candidate would never have any political future.

6. Gracefully lightly and daintily the ballerina moved across the stage.
7. *Glamour* the woman's fashion magazine recently incorporated with *Charm* another fashion journal.
8. Joe was born on May 7 1955 and his best friend was born exactly two months later on July 7 1955.
9. Mr. and Mrs. Kwon my parents' best friends sat in front of us at the football game.
10. November 11 1918 the armistice ending World War I was signed.

Spelling

By knowing your own strengths and weaknesses, you can focus your proofreading more effectively. Analyse those specific areas where you know you have problems. There are some words that cause trouble to spell correctly, check the words you usually make mistakes with to proofread check.

According to the Oxford English Corpus these words are most often made.

Correct spelling	Spelling advice	Common misspelling
accommodate , accommodation	two cs , two ms	accomodate, accomodation
achieve	i before e	acheive
across	one c	accross
aggressive , aggression	two gs	agressive, agression
apparently	-ent not -ant	apparantly
appearance	ends with -ance	appearence
basically	ends with -ally	basicly
beginning	double n before the -ing	begining
believe	i before e	beleave, belive
colleague	-ea- in the middle	collegue
coming	one m	comming

<u>committee</u>	double m , double t , double e	commitee
<u>completely</u>	ends with -ely	completly
<u>definitely</u>	-ite- not -ate-	definately
<u>dilemma</u>	-mm- not -mn-	dilemna
<u>disappear</u>	one s , two ps	dissapear
<u>environment</u>	n before the m	enviroment

To see the full list, please go to <https://en.oxforddictionaries.com/spelling/common-misspellings>

Materials used: <https://owl.english.purdue.edu/exercises/3/5/16>