



**Why is proofreading
so important?**



What do you look for when you proofread your work?



You may have included things like:

- Spelling
- Punctuation
- Grammar
- Paragraphing
- Key terms and phrases you need to include
- Checking you have remembered everything against your success criteria
- Making sure you have addressed an ebi set in a previous task



Why do we proofread?



- Proofreading helps you to check that you have included everything you wanted to say in any piece of writing
- It gives you a chance to review your work and add in anything you may have missed out
- It helps you iron out any little, unnecessary errors you may have made
- Proofreading shows that you take pride in your work and that it is the best you can make it
- It can help you gain extra marks in your exams and could even make the difference between an entire grade!



What does your writing say about you?



- In many situations, you need to use your writing skills the first time you contact someone new, whether this is an application letter to a college/university, an e-mail to a potential employer about a job or even when you write a response to an exam question.
- We all know that first impressions count and in these situations, what you write is like a way of introducing yourself to someone you have never met before.



Therefore, you need to consider what impression you want to give about yourself.

- What might your writing say about you as a person?
- Does it show that you care about your work?
- What might a few unnecessary errors in your writing suggest about you to a stranger?

If you want to create a good impression of yourself, it is vital that your writing shows the best work you are capable of achieving, and proofreading will help you to do this.



Having a go



Proofread the 'Dear John' letter with a partner and write it out with the appropriate corrections





Dear John I want a man who knows what love is all about you are generous kind thoughtful people who are not like you admit to being useless and inferior you have ruined me for other men I yearn for you I have no feelings whatsoever when we're apart I can be forever happy will you let me be yours Jane



Now look at these two 'corrected' letters



Dear John,

I want a man who knows what love is all about. You are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can be forever happy - will you let me be yours?

Jane



Or...

Dear John,

I want a man who knows what love is. All about you are generous, kind, thoughtful people, who are not like you. Admit to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can be forever happy. Will you let me be?

Yours,
Jane



What did you mean to say?



- Which version matches yours?



- What can we learn from this exercise?



Proofreading strategies



- If possible, try to leave your writing for a few moments before you re-read it so that you can look at it again with ‘fresh eyes’



- Take your time and read through your work thoroughly



- Read it aloud, and if this isn’t possible, try to imagine how you would say it out loud as you read through your writing



- Read it backwards!
- Work with a partner



Proofreading strategies



- Know your weaknesses and make sure you check for these things in particular
 - Concentrate on your ideas in the first instance and leave the proofreading to the end
 - If you are sitting exams soon, try to leave yourself a few minutes at the end of each exam paper so that you can check through all your answers – remember that even one more mark can make all the difference
 - Use the spelling checker but be aware of its limitations...



Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rare lea ever wrong.

Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect awl the weigh
My chequer tolled me sew.



Common errors to look out for



- Text speak – will i c u 2nite?



- Left out words or numbers



- Punctuation, especially the basics like full stops and commas



- Paragraphing

- Check that your meaning is clear





Try to get into the habit of proofreading everything you write – it's worth spending a few extra moments on any piece of work you do to make sure it is the best you can make it.

