

Proofreading and editing

Tip: Spell and grammar checking will find many of these errors!

First draft

Capitalization:
Describes people
from a specific place
Should be
capitalized.

Capitalization:
Describes barbers
in general. Should
NOT be capitalized.

Sentence fragment:
Combine with
another sentence.

It is amazing to think about all the services that we pay for that were routinely
done by people ~~themselves~~ ^{themselves} as recently as one hundred years ago. For
example, most ~~A~~ ^A Americans visit the barber or salon for haircuts, hair color, or
other services. A century ago, some men may have enjoyed the luxury of
going to a ~~Barber~~ ^b, ~~many~~ ^{but} many men and almost all women either had a family
member cut their hair or simply grew it long. Most early automobile services
were taken care of by the owner of the vehicle, from changing tires to ~~o~~ ^o
changing the oil. Finally, when repairs needed to be done around the
house, ~~including~~ ⁱ plumbing, painting, and construction, ~~The~~ ⁺ responsibility
belonged to the homeowner. It ~~made~~ ^{makes} me wonder what I am doing now that I
will pay for in the future.

Incorrect pronoun

Run-on sentence:
Needs a joining
word after the
comma

Spelling

Sentence fragment:
Combine with
another sentence

Incorrect verb
tense: Needs to
agree with first
sentence

Revised draft—proofreading and editing completed!

It is amazing to think about all the services that we pay for that were routinely
done by people themselves as recently as one hundred years ago. For example,
most Americans visit the barber or salon for haircuts, hair color, or other services.
A century ago, some men may have enjoyed the luxury of going to a barber, but
many men and almost all women either had a family member cut their hair or
simply grew it long. Most early automobile services were taken care of by the
owner of the vehicle, from changing tires to changing the oil. Finally, when repairs
needed to be done around the house, including plumbing, painting, and
construction, the responsibility belonged to the homeowner. It makes me wonder
what I am doing now that I will pay for in the future.