The Art of Proofreading

Writing or art creation play a core part in human lives. Despite the massive advancement in various fields of technology, writing remains a common activity up to date. It is performed by numerous people across the globe. Literature materials or other publications are normally a product of organized thoughts expressed in form of writing. The first draft of any form of writing always faces an imminent threat of writing errors. This is why proofreading plays an integral part in developing masterpiece writings and publications.

Proofreading is a process which entails rereading a piece of writing in order to surface any type of writing errors. The most common errors corrected through proofreading includes; spelling mistakes, grammar errors, incorrect punctuations and poor choice of words. The process is considered to be the last step before submitting any form of writing for publication. The art of proofreading cannot be considered to be an innate ability. It is a skill which is acquired through frequent practice and usage. There are different methods of proofreading that an author can employ to check for flaws in his work.

Proofreading Methods

Concentration is the key to producing any quality piece of writing. Concentration in this context means eradicating all disturbances and potential disruptions during writing. This could mean switching off mobile phones, and turning off music systems. This ensures that most of the author’s attention is on writing. Concentration minimizes the margin or typographical errors which can occur when writing.

Reading out loud is a good strategy to correct writing problems. It is an effective tactic that can be used to identify incorrect run on sentences. A keen author may also find loud reading essential in identifying grammatically incorrect sentences. An excellent author should proofread his writings by rereading them several times. This way, it is possible to identify writing mistakes on a piece of art.

Using online grammar checking software is also a remarkable way of proofreading. Improvement of internet connectivity in numerous nations globally has enhanced the ease of writing. Online writing through blogging or freelancing has become common gigs for numerous writers worldwide. In turn, this has led to the development of online proofreading software programs. They are extremely effective in editing writings. They can easily identify plagiarism, typographical errors, and other errors on written materials.

Internalization of instructions is very important when writing. An astute author should take some time to understand all instructions and guidelines of writing a paper. Instructions should be read more than once. This way, an author will be able to totally understand the requirements of a paper. After an author is done with his composition, proofreading can only be performed if he has a clear understanding of the writing instructions. Instructions should act as a guide while editing the paper.

Removing of unnecessary content is an excellent proofreading tactic. A skilled author should give direct information to an audience. Sometimes an author may give the same information twice on a paper using different wordings. Unnecessary information or content fillers should be removed to add precision on the information shared on a piece of writing.

Keyword: Proofreading