Power Proofreading

An essential stage in creating a strategic document is the final stage: proofreading. By this point in the writing process, you will have made all the major changes in the content and organization of your document. This stage focuses on fine-tuning the accuracy and appropriateness of your written language and mechanics. Here are two sets of guidelines to use as you carry out this final and very important stage.

Proofreading tips for sentence review

1. Identify main subject and verb: Are they accessible? concise? accurate?

2. Check all nouns: agreement of singular/plural? articles used correctly?

3. Check if referents are right: pronouns? this/these? relative clauses?

4. Evaluate complexity
   a. Length? number of clauses/phrases? wordiness?
   b. Possibility of lists?

5. Review for grammar/spelling errors

Proofreading tips for longer passages of text

1. Read paper backwards sentence by sentence

2. Read paper aloud

3. Print each paragraph on a separate page in 16-point font

 Allow for time between writing and proofreading

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