


Proofreading Tips

Compliments of Grammar Girl



WANT TO AVOID
TYPOS? HAVE
SOMEONE ELSE
READ YOUR
WORK.

So my primary advice on avoiding typos is to have someone else proofread your work. On the other hand, I know this isn't possible for things like [e-mail](#) or rushed projects, so here are four proofreading tips I've collected over the years.

1. **Read your work backwards.** Starting with the last sentence and working your way in reverse order to the beginning. Supposedly this works better than reading through from the beginning because your brain knows what you meant to write, so you tend to skip over errors when you're reading forwards.
2. **Read your work out loud.** This forces you to read each word individually and increases the odds that you'll find a typo. This works quite well for me, and most of the typos that make it into my transcripts seem to be things you wouldn't catch by reading aloud, such as misplaced commas.
3. **Always proofread a printed version of your work.** I don't know why, but if I try to proofread on a computer monitor I always miss more errors than if I print out a copy and go over it on paper.
4. **Give yourself some time.** If possible, let your work sit for a while before you proofread it. I'm just speculating here, but it seems to me that if you are able to clear your mind and approach the writing from a fresh perspective, then your brain is more able to focus on the actual words, rather than seeing the words you *think* you wrote.

- See more at:

<http://www.quickanddirtytips.com/education/grammar/proofreading-tips?page=all#sthash.1GXe89pc.dpuf>