General Proofreading Strategies

1. Take a break! Allow yourself some time in between writing and proofing. Even a five minute break is productive because it will help you get some distance from what you have written. The goal is to return with a fresh eye and mind.

2. Leave yourself enough time. Since many errors are made and overlooked by speeding through writing and proofreading, taking the time to carefully look over your writing will help you to catch errors you might otherwise miss. Always read through your writing slowly. If you read at a normal speed, you won’t give your eyes sufficient time to spot errors.

3. Read aloud. Reading a paper aloud encourages you to read every little word.

4. Role-play. While reading, put yourself in your audience’s shoes. Playing the role of the reader encourages you to see the paper as your audience might.

5. Get others involved. Asking a friend or a tutor to read your paper will let you get another perspective on your writing and a fresh reader will be able to help you catch mistakes that you might have overlooked.