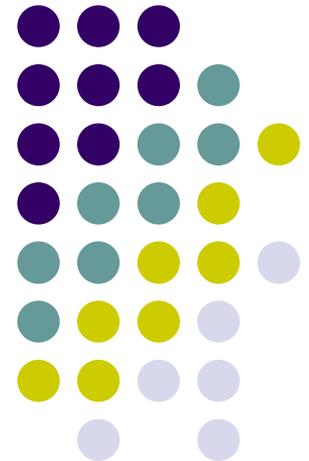


# Proofreading Skills

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Keyboarding Objective 03.01  
Interpret Proofreaders'  
Marks in Documents





# What is proofreading?

***Proofreading*** is the process of comparing a copy on screen or paper to the original copy and marking errors to be corrected.

***Proofreader marks*** are symbols that are used to mark corrections and changes to a document.

Proofreader marks are found on the rough draft of a document.



# Proofreader Marks



≡ Capitalize

⊂ Close Up

~ Delete

^ Insert

∩ Insert Comma

# Insert Space

∩ Insert Apostrophe

⊙ Insert Period

∩ Insert Quotation Marks

⌋ Move Right

⌈ Move Left

⌋ Move Down

⌈ Move Up

⌋ ⌈ Center

lc or / Lowercase

¶ Paragraph

No New ¶ No New Paragraph

|| Align Copy

○<sup>SP</sup> Spell Out or Misspelled

~ Transpose

— Underline or italics

stat... Let it stand; ignore correction



# Proofreading Steps

1. Use your word processor's spell check and grammar check
2. Proofread the soft copy
3. Proofread the hard copy
4. Switch with a partner
5. Edit your document



# Step 1: Use Spell Check



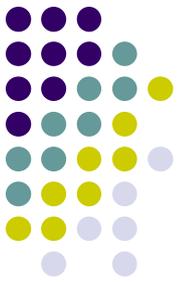
***Spell check*** is the word processing feature that checks your document for incorrectly spelled words. It checks every word in your document against an electronic dictionary and identifies any words that it does not recognize.

Can you find the spelling errors?

She is my euzin.

My phone number and adres are in the school directory.

# Will spell check find all keying errors?



# NO

Spell check **will not** find:

- Homonyms – words that sound the same but have different meanings
  - Examples:
    - to, too, two
    - your and you're
    - their, there, and they're
- Names and addresses that are not in the computer's dictionary
- Omitted words – words that have been left out but are needed in order to make a sentence make sense
- Punctuation and capitalization errors
- Spacing errors



# Step 1: Use Grammar Check

**Grammar check** is a word processing feature that checks your document for grammatical errors.

Use grammar check to find:

- Incorrect use of homonyms
- Subject/verb disagreement

Can you find the grammatical errors?

Its their birthday.

Your next in line.

Can you site the FBLA Creed from memory?

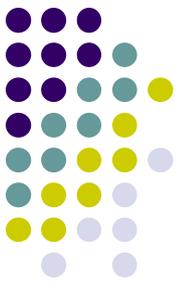
There are five dog in the store.

The dogs and cats is so cute!

Grammatical errors found by grammar check can be identified by green squiggly lines under words/phrases.

Although very helpful, **grammar check may not find all grammatical errors**. You still need to proofread your document to make sure that it makes sense.

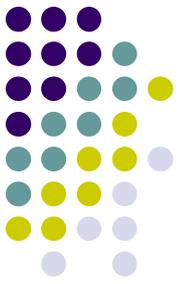
# Step 2: Proofread the Soft Copy



- Read the copy on the screen slowly, word by word.
- Proofread for meaning.
- Things to look for:
  - the spelling of names and addresses
  - number and capitalization errors
  - spacing and punctuation errors

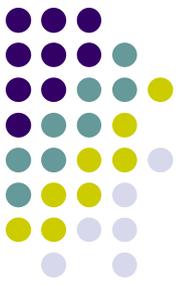


# Step 3: Proofread the Hard Copy



- Proofread your document again after printing it. There may be errors that you find on the printed copy that were missed on the screen.
- Proofread for:
  - meaning
  - possible formatting and alignment errors





# Step 4: Switch With a Partner

***Peer editing*** is when someone else proofreads your work with you.

Allowing someone else to review your work can be helpful because:

- your partner may find errors that you missed
- your partner may offer helpful suggestions to improve your document





# Step 5: Edit Your Document

*Editing* is the process of correcting or making changes to a document.

Editing includes:

- correcting errors
- updating a document to make it visually appealing



# Using a Thesaurus May Be Helpful



A ***thesaurus*** is a word processing feature that allows you to find synonyms (words with similar meanings) for words in a document.



# Grammar Rules: Capitalization



## Capitalize:

- the first word of a sentence
- days of the week, months, holidays, and religious days, but not seasons (Examples: You can expect leaves to start changing in October. It's the beginning of fall.)
- proper nouns and the pronoun I
- the name of specific course titles, but not names of school subjects (Examples: I love language arts! I am registering for Ms. Johnson's English 101 class in the spring.)
- North, South, East, West when they are in an address, part of a proper noun, and when they refer to specific regions (Examples: I live on East Waverly Street. She made a wrong turn going west.)
- titles that precede names but not those that follow names (Examples: I met President Bill Clinton yesterday. This is Ms. Rose, vice president of our FBLA chapter.)

# Grammar Rules:

## Subject/Verb Agreement



- A verb must agree with its subject in number and person.
  - The letter S is usually added to a verb to indicate the third person singular.
- Phrases and clauses between subject and verb do not affect the number of the verb.
- Use a singular verb after a phrase beginning with *one of* or *one of the*.
  - Use a plural verb immediately after the phrases *one of {the or those people} who* and *one of the {items} that* because that particular verb refers *to the or those people or items*.
- If the subject consists of two words connected by *and* or by *both....and*, the subject is plural and requires a plural verb.
- If a subject consisting of two nouns connected by *and* refers to the same person or thing or is preceded by *each, every, many a, or many an*, a singular verb is used.

# Punctuation Spacing Rules



***Punctuation spacing*** is the distance on either side of (before or after) a punctuation mark.

- Space once after a comma and a semicolon.
- Space twice after a colon and after punctuation at the end of a sentence (period, question mark, and exclamation point)
  - Space once after a period used with initials, titles, and most abbreviations.
  - Do not space after a period used within degrees or geographic abbreviations.
- Do not space before or after a slash/diagonal, a hyphen, or a dash.
- Space once before an opening parenthesis; do not space after it. Space once after a closing parenthesis ( ) do not space before it.