

Tips on how to proofread your own writing



1. Leave it alone for a little while and then come back to it.
2. Don't rely on spellcheck.
3. Go through your writing in different stages. For example, you can:
 - a. check spellings
 - b. check grammar
 - c. check punctuation.
4. Print it out.
5. Read it backwards.
6. Read it out loud.
7. Make sure you are consistent with names, spellings and certain types of punctuation such as quote marks.
8. Ask a professional proofreader for help. A second pair of eyes is always beneficial. A professional proofreader will find the mistakes and make sure your writing is consistent in style.