**Proofreading Tips**

*Don’t let common mistakes or careless errors bring your grade down!*  
*Proofreading is searching your writing for errors before submitting it.*

**General Tips**

- Take a break between writing and proofing. It is easier to notice mistakes with a fresh mind and eye.
- Read through your writing slowly. If you read too quickly, you won’t give yourself enough time to spot errors. Your eyes will glide right over them.
- Read Aloud. This can help you spot your own mistakes as it “won’t sound right.”
- Get Help – ask a friend or writing tutor to read your paper and give you a different perspective. No two people will read a paper the exact same way or notice the same things.

**Common Errors**

1. **Spelling** - do not rely on your computer’s spell-check. It will not catch everything, such as homonyms (their, there, they’re) or (weather, whether).

2. **Fragments** - Make sure each sentence has a subject and a verb. The students used the gym, *which was built last summer*. Subject = students, Verb = used. Make sure each sentence has an independent clause (a clause that can stand on its own). *Which was built last summer* is a dependent clause; it cannot stand alone. The students used the gym, *which was built last summer* has an independent and dependent clause.

3. **Run-on sentences** - Look at each sentence to see if it contains more than one independent clause.
   - Example run-on: *I went to the basketball game my roommate stayed in the dorm.*
   - Edited run-on: *I went to the basketball game, and my roommate stayed in the dorm.*

4. **Comma Splices** - Look at each sentence that has a comma. If the sentence has two independent clauses, they should be connected with a comma and a conjunction (FANBOYS) for, and, nor, but, or, yet, so. Or, the comma can be removed and replaced with a semicolon.
   - Example comma splice: *My homework is very difficult, I’m not doing well in my Spanish class.*
   - Edited version: *My homework is very difficult, so I’m not doing well in my Spanish class.*

5. **Parallelism** - Look for lists or series in your paper and make sure the items in these series are parallel in form.
   - Example: *Being a good student requires hard work, to be motivated, and studying.*
   - Edited: *Being a good student requires studying, working hard, and staying motivated.*