

# Proofreading



# Discussion Question

What might be the  
consequence of an error  
you make at work?



# Discussion Question

What happens when you turn in a report or paper that contains errors?



# Discussion Question

How do you react when you purchase an item but pay too much because someone made an error?



# Is 99.9% accuracy O.K?

- If so....
  - 50 newborn babies would be dropped at birth by doctors every day.
  - 22,000 checks would be deducted from the wrong bank accounts every hour
  - 16,000 pieces of mail would be lost by the U.S. Postal Service every hour.
  - Two planes would not land safely at O'Hare International Airport in Chicago every day,



# Objectives

- Understand the importance of proofreading
- Identify the most common types of errors when proofreading
- Explain and apply the various methods of proofreading documents
- Use reference sources to verify information when proofreading



# Impressions

- Pilot story
- Error-free documents create a favorable impression
- Reflect a competent person concerned with quality
- Errors reflect carelessness and incompetence
- Assumes you're an uneducated individual



# Errors are inevitable

- Everyone makes them
- In all types of handwritten, keyed and printed materials
- Error in business documents
- Errors in newspapers
- Uncorrected errors are:
  - Embarrassing
  - Cause misunderstandings
  - Confusing
  - May be expensive





# WHY?

- Cause delays in goods and services
- Apologies need to be made
- Phone calls and follow up messages
- More time, more money and more effort



If you do not have the  
time to do it right, when  
will you find the time to  
do it over??



# Skill Transfer

- Accuracy is the most important standard in business world
- Hiring requirement: pay attention to detail
- Develop an attitude of excellence
- Do not be satisfied unless documents are error-free



# Proofreading

- The process of reading handwritten, keyed, or printed materials and making the errors to indicate corrections are required.
- Essential to ensure accuracy



# Proofreaders Marks

- Special symbols
- Highlights errors
- Indicates corrections
- Standard symbols



# Proofreaders

- The best proofreader:
  - Pay attention to detail
  - Take the time to proofread carefully
  - Recognize frequent types of errors
  - Use a variety of proofreading methods
  - Are good spellers
  - Know and apply basics of good grammar
  - Use appropriate reference materials to guarantee accuracy



# Most Common Errors

- Mechanical
  - Recognized without specific reference to meaning
  - Transpositions
  - Capitalization
  - Spacing
  - Punctuation
  - Spelling
- Content
  - Incorrect information or facts
  - Reading much slower will assist in detection



# Errors! Errors! Errors!

- Resources
  - Atlases
  - Calendars
  - Dictionaries
  - Reference manuals
  - Thesauruses
- Methods of Proofreading:
  - Comparative Proofreading
  - On-Screen Method
  - Team Method

