

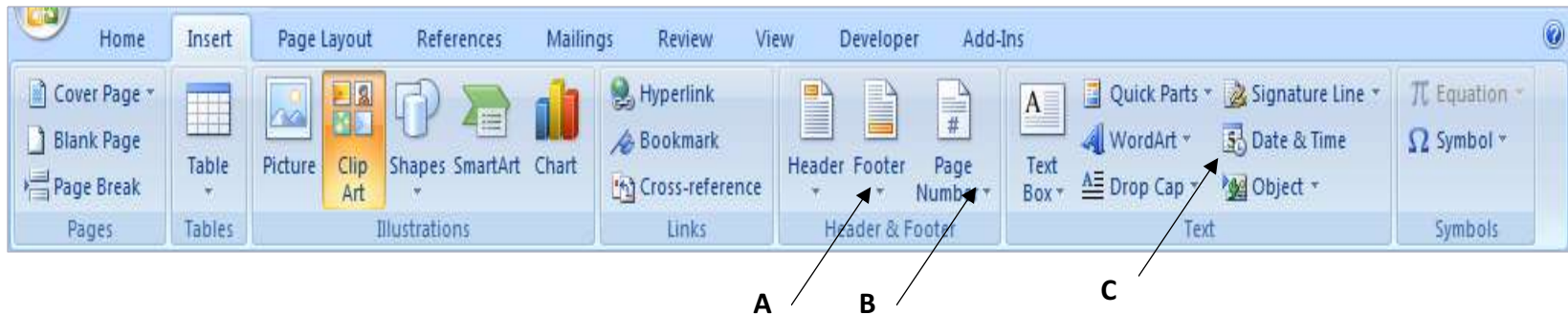


PROOFREADING

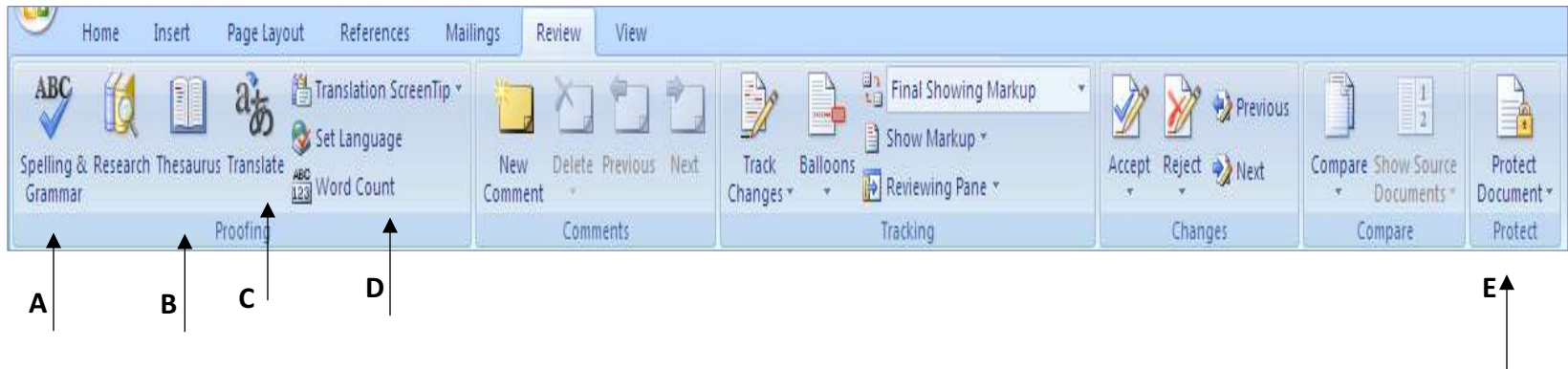
What's it all about?

Useful Ribbons

Insert Tab



Review Tab



Proofreaders Marks

- Symbols used by editors and proofreaders to note grammatical and content changes

All About Proofreading

- Proofreading is checking copy for
 - Accuracy
 - Spelling, grammar, punctuation, etc.
 - Impression
 - Tense, tone, intent
 - Professionalism
 - Overall appearance, clarity, conciseness

Who Proofreads and Why

- Authors (You and I)
 - Ensure accuracy
 - Prevent giving a bad impression
 - Help put best foot forward
- Business professionals
 - Ensure the message is clear, concise, and accurate
 - Give the reader a good impression of the company
 - Ensure proper response and avoid legal issues

How Do You Proofread

- Prepare for the task
 - Clear your work area
 - Remove distractions
- Read for understanding
 - Ask yourself what the author's intent is
 - Does the correspondence make sense
 - Are there spelling or punctuation errors
 - Does it flow smoothly
- Read entire message before changing content

Mark	Meaning	Example
	Delete	The the keyboard
	Close up, no space	The Key <u>board</u>
	Delete and close up	The micro <u>processor</u>
	Insert space	call <u>forwarding</u>
	Insert word or letter	call <u>for</u> warding
	Transpose	frequencies <u>trav</u> e
	Insert comma	The keyboard <u>,</u> when
	Insert period	Set up the keyboard <u>.</u>
	Insert apostrophe	The keyboard's location
	Insert colon	Collect the following <u>:</u>
	Insert semicolon	the keyboard <u>;</u> however
	Insert hyphen	forty <u>-</u> four
	Insert quotation marks	a <u>"</u> feature <u>"</u> phone
Common Proofreading Marks		
	Start new paragraph or no paragraph intended if preceded by "no"	Reserve the order. <u>4</u> The No <u>4</u> Reserve the order. The
	Capitalize	The <u>micro</u> phone
	Lower case	The <u>Micro</u> phone
	Parentheses	the two parts <u>(</u> microphone and speakers <u>)</u> are
	Brackets	"to the <u>[</u> chosen <u>]</u> site"
	Spell out	has <u>approx</u> four uses
	Align	<u> </u> Microphone keyboard speaker
	Move left	<u>[</u> microphone
	Move right	microphone <u>]</u>
	Superscript	<u>x</u> [✓]
	Subscript	<u>y</u> _✓

Understanding Proofreader Marks

- It is important to know basic proofreader marks so you understand what changes the person proofing wants you to make



PROOFREADING

What's it all about?