FIRST TERM RESOURCE: WRITING PROCESS - PROOFREADING THE FINAL PAPER

Take a Fresh Look at Your Essay

After working for several weeks on your essay, finding errors or omissions will require you to take a "fresh look" at what you've written. You can accomplish this in a few ways:

- Take a break from what you've written.
- Read what you've written out loud.
- Consider printing out your essay and reading through it on paper.

Assess Your Argument One Last Time

Check your final paper against your outline.

- Does your argument follow a logical path?
- Do all your paragraphs relate back to your thesis?

Look at the Content in Your Essay

- Are your transitions clear?
- Does each paragraph make sense and have one central point?
- Does your introduction match the body of your paper? Does your conclusion match?

Proofread Your Essay

Sometimes the best way to proofread is to read through the document several times, looking for just one thing at a time. To start, you can read through your paper in its entirety and check only that the verb tense is correct throughout. Next, read for spelling errors, and so on.

The following are some questions to ask yourself while proofreading:

- Is the verb tense consistent throughout?
- Is the capitalization correct?
- Is there repetition?
- Are all words spelled correctly?
- Can any of the language be more precise?
- Did you use the passive instead of the active voice?
- If there are any long paragraphs, is it possible to break them up?
- Think through the errors you typically make and only check for those errors.

Take a final break from your paper and then read it through one last time before turning it in.