

DEVELOPING PROOFREADING SKILLS

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Language Arts exercises are systematically included throughout your textbook to help build your proofreading skills. They include “Language Arts—Composing Sentences” and “Language Arts—Proofreading,” in which you compare one set of lines with another in the text and edit the lines to correct any errors. When you proofread, take your time, minimize distractions, and concentrate.

Proofreading Compositions

In this “Language Arts—Composing Sentences” example from Lesson 24-D, page 83, you will compose a complete sentence to answer each question.

Language Arts	
Answer each question with a complete sentence.	D. COMPOSING SENTENCES
	8 What is your favorite class this term, and why?
	9 What is your ideal job when you graduate?
	10 If you could live in a foreign country, which one would it be, and why?
	11 What are your two favorite Internet sites?
	12 What qualities do you look for in a friend?

When you proofread your own writing, you use different proofreading techniques than when you compare text.

To proofread your own compositions:

1. Read your composed copy aloud to see if it makes sense. Listen for things like missing, added, or transposed words. If possible, use Internet text-to-speech freeware to read typed copy aloud. You will often “hear” errors you would otherwise miss.
2. Use Word’s speller feature to check for correct spelling. Word’s speller doesn’t always correctly identify misspellings and sometimes identifies correct words as incorrect. (Refer to the *Word Manual*, Lesson 24, “Spelling and Grammar Check.”)
3. Check for grammar and punctuation errors.
4. Use Word’s **Zoom** feature to enlarge the screen text.
5. Turn off **Show/Hide ¶** to hide formatting marks and make text easier to read. (Refer to the *Word Manual*, Lesson 24, “Show/Hide Formatting.”)

Proofreading Compared Text

In this “Language Arts—Proofreading” example from page 80, Lesson 23-H, you will compare the lines typed on one page with the lines typed on another and edit to correct any errors.

Compare these lines with lines 4–7 on page 83. Edit the lines to correct any errors.	H. PROOFREADING
	13 A bushal of corn was thrown under the elm trees by the boy.
	14 A pair of cosy socks and a cup of soup can fix me right up.
	15 Andy will use eight hand singals if he is able to see them.
	16 Blanche may go with me to town to visit my son and his pal.

To proofread compared text:

1. Point at each word as you compare the lines in the first source with those in the second.
2. Place a sticky note, ruler, or paper under the line you’re comparing so you see one line at a time.
3. If possible, have someone read aloud from one source while you follow along in the other.

Proofreading Document Processing Jobs

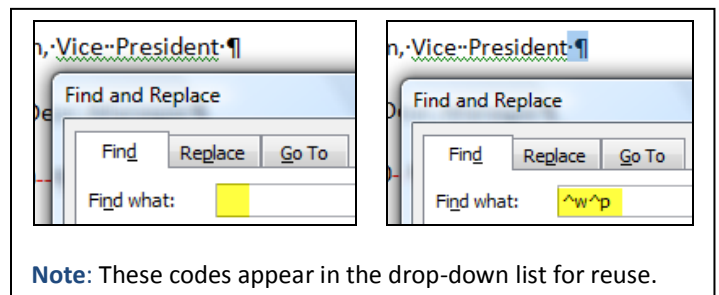
In Correspondence 25-1, you will compare text on page 85 with your own document and edit as needed.

To proofread document processing jobs:

1. Read the copy aloud to see if it makes sense or use Word 2013’s Speak feature. Listen for things like missing, added, or transposed words you may have left out or changed when you typed the job.
2. Proofread more than once with a different focus each time.
3. On the first pass, pay special attention to frequently missed elements like punctuation marks, dates, names, titles, and numbers.
4. On the next pass, focus on formatting. Refer to the model documents in the GDP Reference Manual and in the unit. Use Word’s Show/Hide ¶ feature to show formatting marks, and pay special attention to things like this:
 - a. Extra or missing blank lines (blank lines above the date and below the closing in a letter).
 - b. Font changes in jobs such as titles in tables and reports (size, bold, and italic).
 - c. Page numbers in multipage documents.
 - d. Trailing spaces at the ends of lines and ending punctuation and extra spaces between words. Use Word 2010’s **Find and Replace** feature or Word 2013’s Navigation Pane Search to help find extra spaces and trailing spaces:

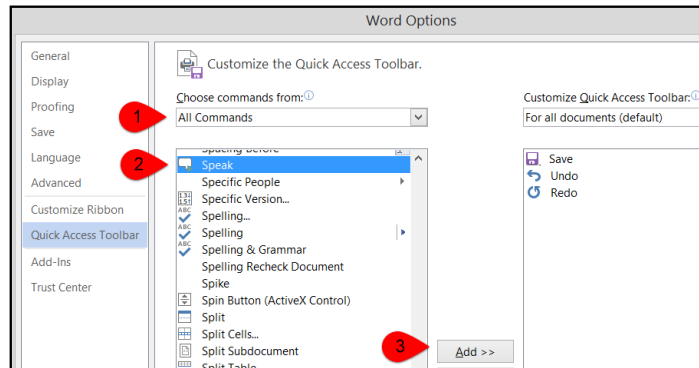
Word 2010

- **CTRL + F**; **Find and Replace** dialog box, **Find** tab; **Find what** box; press the **SPACE BAR** 2 times; **Find Next**.
- **CTRL + F**; **Find and Replace** dialog box, **Find** tab; **Find what** box; **More>>**, then **Special**; from drop-down list, click **White Space**; then **Special, Paragraph Mark**; **Find Next**.



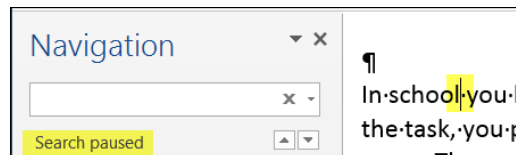
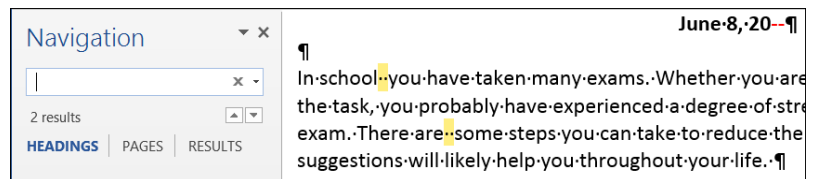
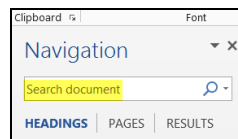
Word 2013

- Use **Word 2013's Speak** feature to listen to copy read aloud.
- Add the **Speak** button: From the **Quick Access Toolbar** list arrow, click **More Commands**; from the **Word Options** window, click **All Commands, Speak, Add>>**, **OK**.
- In Word 2013, select the desired text.
- From the **Quick Access Toolbar**, click **Speak**.
- As Speak is reading your typed copy, review your typed copy; click **Speak** again to stop reading; edit your copy as needed; reselect text; click **Speak**.



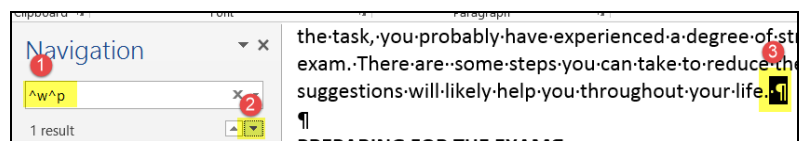
To check for extra spaces:

- Activate **Show/Hide** to see formatting marks.
- In the **Navigation Pane Search document** box, type 2 spaces. (To open the pane, type **CTRL+F**.)
- All instances of 2 spaces will be highlighted.
- Click in the document at the first error; correct the error.
- Note that **Search paused** appears under the Search box and the Search pane is cleared.
- Click the **Next Search Result** arrow (or **Previous Search Result** arrow) to continue.
- Repeat until all errors have been corrected.



To check for trailing spaces (a space before ¶ mark):

- In the **Navigation Pane Search document** box, type **SHIFT+6, w, SHIFT+6, and p**. (Typing **SHIFT+6** inserts a **caret code (^)**; **w** represents **white space** and **p** represents **paragraph mark**.)
- Click the **Next Search Result** arrow.
- All trailing spaces will be highlighted.
- Correct errors using the same routine you used for extra spaces.
- Type in any other characters, such as punctuation marks, and search and correct errors in the same way.



Using GDP's Scoring Results

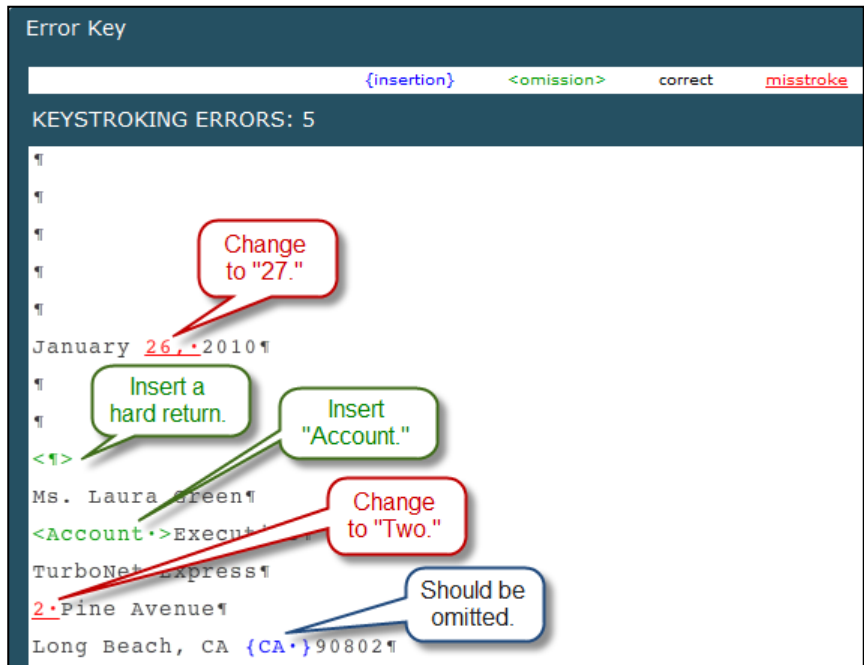
GDP's error-marking system and Proofreading Check jobs work together to systematically improve your proofreading skills. Developing proofreading skills is a four-step process:

- **Step 1: Recognition**

GDP's scoring and error-marking system helps you learn to recognize errors in documents.

Typically, we miss about 1/3 of all proofreading errors.

Would you have noticed that "Executive" should be "Account Executive" or that "2" should be "Two"?



- **Step 2: Practice**

Use **Edit** and the **Scoring Results** window to revisit and correct scoring errors until a document is available. If you have errors on a document, return to the document and click **Edit Work** to reopen the document. Use **ALT + TAB** to move between the Word file and the **Scoring Results** window, or use the **Windows Taskbar** and alternately click the buttons for **GDP11e** and the **Word** file.

- **Step 3: Reinforcement**

Proofreading Checks provide the opportunity to demonstrate that you can find all errors without assistance on the first Started attempt. Click **Start Work** to test your proofreading skills. In any "Start Work" attempt, you begin with a blank screen. Since the Scored Results window does not appear until you use **Browse** and **Submit Work**, attempts designated as "Started" in the Portfolio signal a job that was proofread initially without GDP assistance.

- **Step 4: Assessment**

Proofreading Check assessment holds you accountable—you must have no errors on the first Started attempt. In your Student Portfolio, GDP reports **Attempt**, **Keystroking Errors**, **Attempt Origin** (whether the attempt was **Started** or **Edited**), **Time Spent** and **Last Modified** date. If **Keystroking Errors** are **0** and the **Attempt Origin** is **Started**, you proofread successfully without any help from GDP.