

# How To Proofread Your Work Effectively

Learning Enhancement Team

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# Variety is the Spice of Life!

Different Schools...

....Different Rules

- Can you use 'I' in an academic text?
- Should an essay have section headings?
- How long is a report?
- Do you use primary or secondary research?
- Footnotes, endnotes or no notes?
- Harvard style referencing or MLA? What about APA?

*Which school are you in? What is acceptable and what is unacceptable in your field?*

**Always check in your module handbooks or with your tutor if you are concerned about appropriacy**

# How To Proofread Your Work Effectively Aims

- To understand the difference between proofreading and editing
- To understand the importance of proofreading your work
- Strategies for proofreading your work
- Practise your proofreading skills



# What Is The Difference Between Proofreading And Editing?

With a partner, which of these definitions match proofreading and which match editing:

Done continuously

E

Can be used to reduce word count

E

Can be used to improve appearance

PR

Focuses on grammar, spelling and punctuation

PR

Focuses on content

E

Can be used to aid clarity

E

Done last

PR

# What Is The Difference Between Proofreading And Editing?

“Proofreading” normally refers to the very final part of writing any document, whether at university or at work or in your personal life, and is when a writer carefully checks their writing for ‘surface’ errors and slips with:

- Spelling
- Grammar
- Punctuation
- Appearance
- Style
- Word choice

Editing is something which writers should be doing throughout their writing, and, at university, is to do with ensuring any writing you do is logical, well-structured, with, if necessary, clear argument/s and supporting evidence.

# Do you agree with the statements below?

- Proofreading should be done on a computer or laptop for best results
- Spelling and grammar errors should be corrected after detailed proofreading
- It is safer to hire a proofreader
- It is better to proofread your work as you write your assignment rather than wait till the end
- Half an hour for proofreading your work is long enough
- Proofreading and editing is the same thing

# The Importance Of Proofreading

- Good proofreading of your writing is an essential part of learning to communicate effectively through writing
- It is also part of the process of learning to develop and present yourself as a professional person, one of the aims of university
- It is your responsibility! Middlesex university does not offer a proofreading service for students
- Middlesex University does not recommend the use of external professional proofreading or editing services of any kind



# Strategies For Effective Proofreading

- Use 'spellcheck' on Word
- Read your work aloud. It is often the case that your eyes see what they think should be there – by reading aloud you will catch mistakes you might otherwise miss
- Show your work to friends and family
- Separate your reading into sections/paragraphs/sentences
- Don't forget about your references and bibliography
- Allocate enough time to proofread your work. Don't leave it until the last minute!
- Proofread your work while keeping your proofreading checklist close by
- Use a proofreading checklist

# Proofreading Checklist

- Read through the proofreading checklist
- What do you already do? What don't you do?
- Is there anything on the checklist which you don't understand?

# Task

Work with a partner to practice your proofreading skills. Read through the essay extracts on the sheet; you have five minutes to find as many mistakes as you can.

— Remember to look out for:

- Spelling
  - (sp)
- Grammar
  - (GR – tense/plurals)
- Punctuation
  - (P – punctuation / spacing)
- Style
  - (REF - referenced correctly?)
- Word choice
  - (MW – missing word; WW – wrong word)

# Milk

## Milk and Water Testing Experiment

Milk is a complex biological fluid. It is made of lipids, protein, and carbohydrates and other smaller quantities of minerals. They are synthesised within the mammary gland. (Varnam and Sutherland, 1994) It is one of the most consumed dairy products today. As at 2007, consumers expenditure on milk (fresh) was estimated to be about 2.7% of average household weekly expenditure on food, (ONS, 2007).

According to Varnam and Sutherland, 1994, Pasteurisation is the most common way of heat-processing milk for safety. According to Singleton, 2004, milk is held at a minimum temperature of 72 centigrade for at least 15 seconds (high temperature, short-time pasteurisation). Harding, 1999, stated that in HTST technique, milk passed through a continuous flow system in a heat exchanger and afterwards cooled rapidly. It says that this process is able to kill casual agents of milk borne diseases such as salmonellosis and tuberculosis as well as much of the natural milk microflora: it also inactivates certain bacterial enzymes such as lipases which are able to cause spoilage. Killing the spoilage organisms in effect affects the taste and limits shelf-life.

# Milk

## Milk and Water Testing Experiment – POSSIBLE CORRECTIONS?

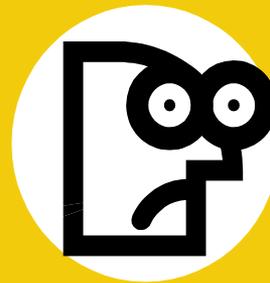
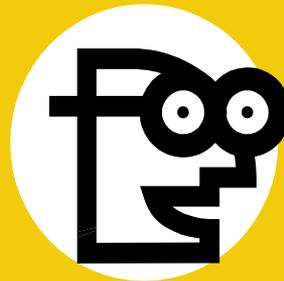
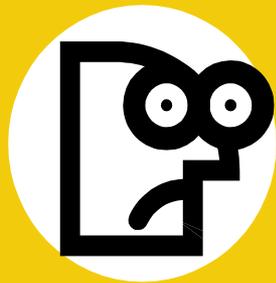
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# Where now?

- Need more detailed assistance? [Book a tutorial!](#)
- Want feedback on a specific section? [Drop in to Getting Your Assignment Ready!](#)
- Want somewhere quiet to write, and get on the spot assistance? [Try The Writing Space!](#)
- Got a few quick questions? *AWL Office Hours* at [The Study Hub] are for you!
- *AWL Open Workshops* can be [booked here!](#)
  - *Suggestions:*
    - *Understanding Assignment Briefs*
    - *How To Write An Essay*
    - *Integrating Sources In Your Writing*
    - *Critical Thinking*
    - *Understanding Plagiarism and Referencing*

# How To Proofread Your Work Effectively



**It's QUESTION TIME!!**