

TIPS FOR EDITING A FINAL DRAFT

Here are some helpful proofreading:

1. **Read Slowly**, each word. Don't read for understanding. At this point you will not be changing the ideas you are trying to express. You are simply trying to find small errors. If you read too fast and get wrapped up in your ideas, you will probably overlook some mistakes. In order to slow yourself down, try using a blank piece of paper to cover up everything except the lines you are reading.
2. **Try reading your paper aloud**. Sometimes you will hear errors you may not see. This is the primary method peer tutors use, and it works just as well on your own.
3. **Read for one type of error at a time**. Keep a list of your usual errors and proofread for each of these separately.
4. **Try reading each line backwards**. When you are looking for spelling or typographical errors, this method will keep you from becoming too absorbed in what the paper is saying.
5. **Break up your time into short periods**. When you proofread at home, proofread for a little; then, do something else. It is difficult to proofread efficiently over long periods, because after awhile you lose your ability to concentrate.