

## **Proofreading**

**Passive voice:** Skim paper looking for passive verbs. Keep or revise to active voice. (look for past participle--was sentenced) (ask who did that action)

**Nominalizations:** I gave an explanation of passive verbs. I explained passive verbs.

1. Look for the word to determine if it is a nominalization.

2. Look for forms of have, make, be. If they are followed by a verb form, use verb form instead.

ex. I made a suggestion that we leave. I suggested that we leave.

**Fragments:** Read paper backwards sentence by sentence.

**Comma splices:** Search for commas. Read the part of the sentence that precedes the comma. If that part makes sense alone, check the words after the comma. If that part also makes sense alone, the sentence is probably two independent clauses.

**Commas:** Read your paper aloud naturally, look at places you pause to determine if a comma is needed.

**Spelling and typos:** Read backwards word by word from right to left or beginning with the last word read in reverse order to the very first word.

Make a list of words you commonly misspell and locate them.

**Homophones:** Circle homophones in paper and consciously check them for appropriateness.

**Mechanics and Grammar:** Become conscious of your common errors, skim paper with a particular error you are likely to make in mind.

## **Computer Applications**

**Search command:**

**Excess commas:** Have program search for commas, check each individually to see if it is necessary.

**Missing commas:** Search for coordinating conjunctions you often use or miss in punctuating. (and, but, or, nor, for, so and yet)

**Homophones:** Type in your common errors have computer search for \_\_\_\_\_ it.

**Question marks:** Have computer search for words such as who, \_\_\_\_\_ what, where, when, why, how. Then determine if it is a question and if \_\_\_\_\_ you have punctuated it appropriately.

**Number/Agreement:** Have computer search for words such as -body \_\_\_\_\_ or -one. Check to see if verb agrees in number.