

# Proofreading

Proofreading is a very important, very personalized process. The act of reading through a written work can eliminate many of the common typing mistakes and basic grammatical errors that occur in the process of writing. There are many different techniques or tricks that you can use in order to help you catch errors in your written works:

- Read out loud.
- Take frequent breaks.
- Let the paper sit and move on to something else in order to remove the immediacy.

One of the best ways to help you proofread is to understand the types of things that give you problems. If you have an issue with commas, then you should be sure to check the commas and comma usage in your proofreading. Obviously, you should look for other errors that occur.

The best way to solve some of the basic errors found in writing is to have someone else look at it. We do **NOT** strictly proofread (we do offer a paid proofreading service), but you can still come to the Writing Lab. We can help you identify common errors or issues with your writing, which will help you proofread your own papers in the future.

Come to Auditorium Building room 105, and let us help you.