

Proofreading your work



Typos, grammar errors, spelling mistakes and more!



THE KEY WORDS

Proofreading is all about finding the mistakes before you print or publish something; before anyone else sees it! Check all the important words, like your name, your address, and your website, to make sure that, if nothing else, people can still find you.

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THE FANCY WORDS

Nothing looks worse than people using big words incorrectly. And someone *will* notice! So if you're flashing around the big vocabulary, get it right. Even check words you think you know. The dictionary is your friend.



THE SMALL WORDS

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YOU know what you meant to say, before you cut and pasted it, and shuffled it around a bit. Make sure it still says that, and you've not got 'the the' hanging around anywhere. And check all your 'of's, 'in's, and 'so's are right. They're easy to overlook.



THE PROFESSIONAL WORDS

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Your trade words are going to be the most important things in your printed or written materials. So whether it's architectural materials, plant names, gemstones or medical terminology, get them right. 'If you can't get them right on paper, can you can them right in real life?' That's what your customers will be thinking.



THE SOUND-ALIKE WORDS

They're, their, there; where, wear, we're; effect and affect - these are easy to get wrong if you're in a hurry. Double check every single word. It sometimes it helps to read backwards, in order to make your brain look at them properly, or to read aloud. Remember, mistakes will stand out like a sore thumb, *after you've published!*

