

STOP! DON'T JUST SUBMIT IT

20 Top-tips for Self-proofreading

Created by students, for students

01 Plan it Be organised; remember to plan backwards from the deadline	02 List it Make a list of your common errors and always check for them	03 Leave it Make your brain less familiar with what you have written. Return after a break	04 Hear it Read your work out loud. Let your ears hear the words	05 Record it Record yourself reading it. Listen to it later after a break
06 Confuse it Make your work look different to the 'unreal perfection' in your head	07 Morph it Change the font and/or its size to move the words positions on a screen	08 Hide it Concentrate your gaze; hide most of the page so you can't skip ahead	09 Reverse it Read the last sentence of each paragraph first and work backwards to the first	10 Print it The written word on paper looks different to the typeface on a screen
11 Split it Look for one thing at a time. Big stuff first; does it fit the brief? Then check the rest	12 Tabata it Read it for 15 minutes. Set an alarm. Wait 5 minutes. Second alarm. Repeat	13 Question it Go through and ask yourself, what key point is each section making - is it clear?	14 Reframe it Imagine you are the tutor marking it, is it what you are looking for?	15 Circle it Use your personalised checklist, seek out and circle your recurring mistakes
16 Check it Check you have changed all those hard spotted marked-up errors	17 Reread it Give yourself time to read it again after you have proofread it. Spot more errors	18 Scan it After checking and before submission, scan each page for structure and formatting	19 Loop it Check your feedback and feed it forward on to your list for next time	20 Search it Find university resources to help solve repeating errors



More resources

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