AS YOU COMPLETE YOUR FINAL DRAFT, try to set it aside for a few hours or days before your final review and be sure to proofread!

1. DISTANCE YOURSELF FROM YOUR WORK
2. PRINT A HARD COPY OF THE TEXT
3. DO NOT RELY EXCLUSIVELY ON GRAMMAR AND SPELLING CHECKERS
4. READ YOUR TEXT ALOUD AND SLOWLY
5. HAVE SOMEONE ELSE READ ALOUD TO YOU
6. GO THROUGH THE PAPER BACKWARDS
7. CHECK FOR FAMILIAR ERRORS
8. ASK SOMEONE ELSE TO LOOK OVER THE DOCUMENT

RESOURCE
For more resources on proofreading go to the Walden Writing Center at http://academicguides.waldenu.edu/writingcenter/writingprocess/proofreading

Adapted from the Writing Process page from the Walden University Writing Center website.

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