



Quick Tips for Business Writing

How to Proofread

By Angela J. Maniak

Why not rely on a spell checker? To get an answer, read the following.

The managers told their employees they must be compliant with the company's policies. Rather than reading the policies individually, the managers said employees should discuss them in a group setting.

Did you catch all seven typos in the sentences above? A spell checker caught none of them.

(The answer key is on page 3 of [How to Proofread](#).)

Proofreading is a review of a document for correctness and consistency. This may be part of or separate from a higher-level review for substance, organization, and style of a document.

Writers should always proofread their own work. Reviewers should point out any errors identified in someone else's writing, but should also determine if proofreading is part of their responsibility.

How to Proofread is a two-page reference sheet covering the following topics.

Essential Steps to Proofreading

Caution: Tricky Things to Beware

Additional Tools for Proofreading

Tips for Simple and Short Documents, Like E-mail

How to Proofread Somebody Else's Writing

What to Do If There Are Multiple Reviewers

How to Maintain Control of Multiple Versions

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