



Proofreading Without Partners

Instructions for Reading Backwards

Unless directed otherwise, work quietly to proofread your own work. Follow these instructions:

1. To proof for spelling...

- begin with the last word of your draft .
- read backwards word by word, checking each for correct spelling.

2. To proof for sentence structure, punctuation, grammar and phrasing...

- begin with the last sentence of your draft and read that sentence from start to finish to find any errors.
- read the second-last sentence from start to finish and note any errors.
- continue reading each sentence until you have reached the beginning of your piece of writing.

3. To proof for overall tone and meaning...

- read from the beginning to the end, checking for meaning and flow.

4. Correct your errors.

* Ask another student or the teacher for help if you have a problem you can't solve yourself.