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## ***Aims***

The study skills learnt in this section should enable the student to: -

- Value the purpose of proof reading
- Proof read his/her own drafts
- Correct each mistake found in the draft
- Appreciate the advantages of proof reading aloud
- Assess the effectiveness of his/her proof reading
- Remove any clichés
- Realise that proof reading punctuates the process of drafting

### ***Section 1: Opening Comments***

Proof Reading is the process of reading through a written piece of work with the express intention of improving its quality. All manner of mistakes are removed or corrected, *i.e.* misspelt words, poor sentence construction and inappropriate punctuation. The final result imparts the relevant information and reads well, thereby increasing the chances of gaining higher marks.

### ***Section 2: The Stages of Proof Reading***

Proof Reading often involves the following three stages: -

#### **2.1 Reading quickly through a piece of writing to check for: -**

- 2.1.1 Obvious errors
- 2.1.2 The general meaning
- 2.1.3 The general structure
- 2.1.4 Whether it adequately answers the question

#### **2.2 Reading it aloud two or three times to: -**

- 2.2.1 Assess whether the writing *'flows'* and makes sense
- 2.2.2 Uncover specific mistakes in wording and sentence structure

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