

## Editing and Proofreading Awards Applications

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**Editing and proofreading are critical steps in the writing process that are often rushed or overlooked.** We have all done it; we worked so hard putting a presentation/packet/report together and then hit submit only to realize a typo after our finger left the button. We focus so much on getting the content together, that we neglect to devote the time necessary for proper editing and proofreading. When you are working on a report and spending hours mulling over the words and information, your brain starts to fill in the gaps between what you meant to say versus what you typed. This is why it is so important to have a second and even third set of eyes proofreading your award application.



The University of Arkansas Little Rock Writing Center offers the following tips for effective proofreading:

**Proofread backwards.** Begin at the end and work back through the paper paragraph by paragraph or even line by line. This will force you to look at the surface elements rather than the meaning of the paper.

**Try to take a break between writing and proofreading.** Set the paper aside for the night — or even for twenty minutes.

**Proofread once aloud.** This will slow you down and you will hear the difference between what you meant to write and what you actually wrote.

**Ask someone else to read over your paper** and help you find sentences that aren't clear, places where you're being wordy, and any errors.

**Read through your paper several times**, once looking just at spelling, another time looking just at punctuation, and so on. Again, this can help you focus so you'll do a better job.

**Use the spell-checker on your computer but use it carefully and do your own spell-checking.** Computer spell-checkers often make errors – they might suggest a word that isn't what you want at all, and they don't know the difference between there, their, and they're, for example.