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Why not try to develop your own proofreading tactics? Here are ten ways to fine tune your proofreading skills: 1. Take a break and change your shoes. Allow yourself some time to separate you (the writer) from you (the reader). Some people can achieve this with a quick trip to the kitchen to make a cup of tea or coffee after they have finished writing.

10 tips to develop your proofreading skills | Jobsite Worklife

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Important Writing and Editing Skills That Employers Value

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Proofreading - Year 5 - P6 - English - Catch Up Lesson ...

This Proofreading & Editing Level 5 Diploma Course will develop your understanding of these roles and their core responsibilities. You will learn how to proofread on paper and on-screen in addition to the strategies for scanning documents quickly without missing vital errors.

Proofreading & Editing Course | Course Gate

Proofreading and Editing Skills. Contemporary, photocopiable 4-book series to provide pupils with experience in proofreading and editing a variety of written texts. Features: selection of passages of text for correction by pupils - each with a punctuation, grammar, spelling and vocabulary focus

Proofreading & Editing Skills | English Resources

When you come back and start proofreading, it will be easier to look at your work from the perspective of your readers. If English isn't your native language, this is especially important. You'll spot mistakes you missed before because you'll be reading what's actually on the page instead of just remembering what you meant to write.

9 Ways to Absolutely Improve Your Proofreading Skills ...

Proofreading But there is more to proofreading than just checking your work. These videos and suggestions will introduce you to some of the main things to watch out for when you are proofreading and some useful strategies to make sure that you are getting the most out of your proofreading and producing polished written work free from avoidable errors.

Proofreading - Writing - Study Skills - 301 - SSiD - The ...

Advice and guidance to help you with editing and proofreading your work. Any writing task is a process which involves drafting and reviewing so you should expect to edit and rewrite sections of your assignments. You will find you need to review your initial planned structure, move or remove some text and edit your document to maintain its flow.

Editing and proofreading | The University of Edinburgh

In this training course, you will develop your proofreading and editing skills to ensure high-quality content every time. Whether you want to improve your essay writing or kickstart a career in book publishing, this distance learning program offers practical exercises and knowledge.

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