

## Proofreading and Editing

To book an **individual** or a **group drop-in session**, please visit the **Compass App**.

As part of your **studies** at the **University of Sunderland in London** you will be required to submit a number of **academic assignments**. **Editing** and **proofreading** are **essential academic skills** that can help you to **revise** and **improve** your **written work**. These are also relevant to your **current** and **future employment** where you will be required to **exchange formal correspondence** and **communicate** your **professional ideas clearly, concisely and effectively**.

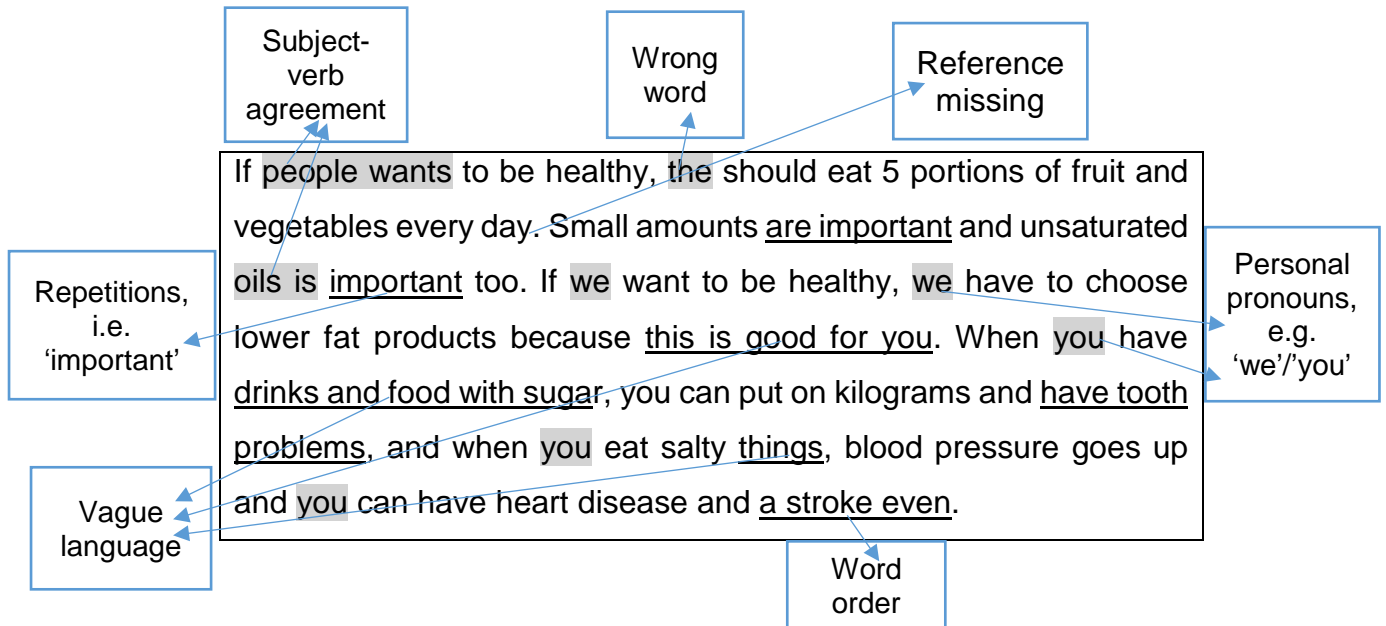
### Editing and Proofreading

While **editing** examines the way information and ideas are organised and presented, **proofreading** allows you to correct 'surface errors' such as grammar, punctuation, and misspelling. Hence, **editing** allows you to be concise by avoiding irrelevant and unnecessary detail, whereas **proofreading** helps you to use accurate and appropriate language.

1. Read the **student paragraph** below on the topic of **nutrition and healthy eating**. **Proofread** it and correct the language errors.

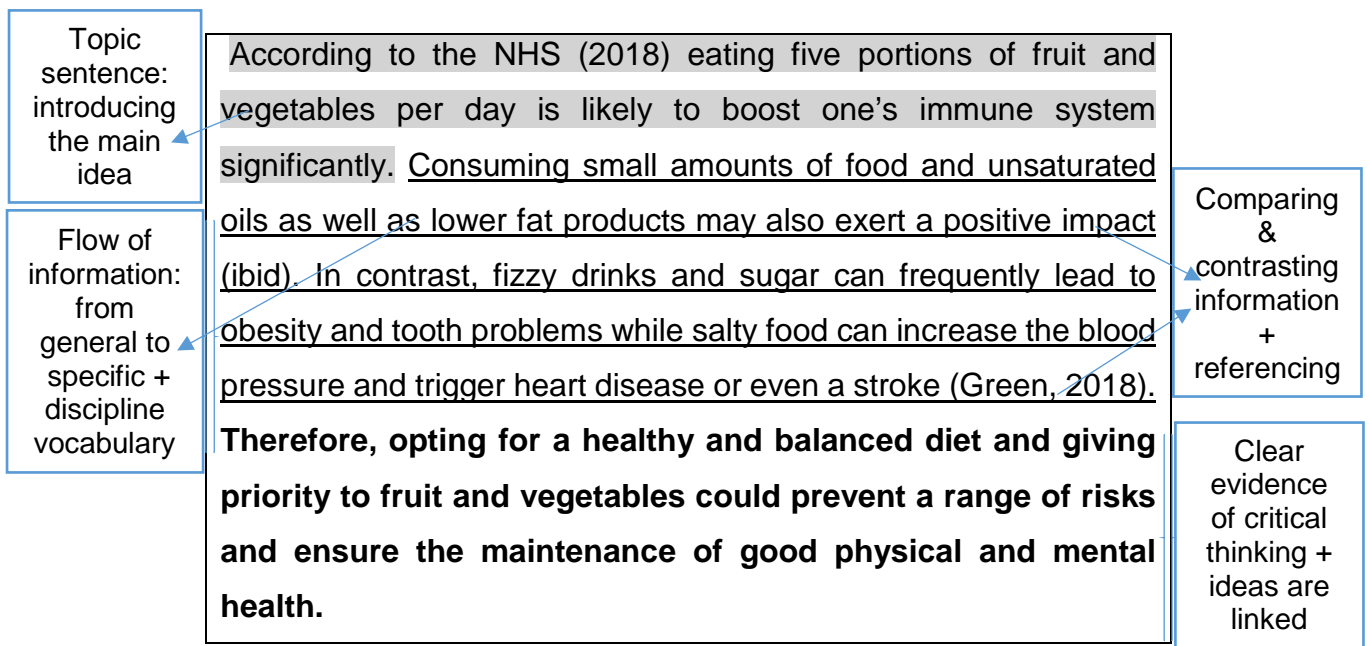
If people wants to be healthy, the should eat 5 portions of fruit and vegetables every day. Small amounts are important and unsaturated oils is important too. If we want to be healthy, we have to choose lower fat products because this is good for you. When you have drinks and food with sugar, you can put on kilograms and have tooth problems, and when you eat salty things, blood pressure goes up and you can have heart disease and a stroke even.

2. Compare your findings to the **tutor proofreading** below. Which of these did you find?



3. Look at the paragraph again. Do you think it needs **editing**? Make a list of specific aspects you would change and give reasons why.

4. Compare your ideas to the **model** below. How similar is it to yours?



## 5 Useful Tips

- **Take a break from the text.**

Editing and proofreading right after you have finished writing means you are likely to miss some mistakes. Try to put your paper aside for a few hours and go back to it with a fresh pair of eyes.

- **Don't rely too much on spell checkers.**

Spell checkers can be useful, but there are words which are **not** part of their 'dictionary'. Another limitation is that they do not identify 'meaning' problems, i.e. they won't change 'their' to 'there', for example.

- **Try to proofread and edit separately.**

Completing everything in one go is **not** likely to be effective. Make an attempt to proofread and then edit the text (or vice versa). It is preferable to do this in several short blocks.

- **Practise editing and proofreading systematically.**

Try to edit and proofread your work systematically and consistently. This will develop your awareness of areas you need to work on and help you to identify and correct a range of errors.

- **Use a Checklist.**

Make a list of features you would like to include in your writing. Use it to edit and proofread your work. Circle/underline/highlight examples of changes you have made.