

Introduction to Proofreading

Goal: This Directed Learning Activity is intended to introduce you to proofreading, and will help you become familiar with terms, definitions and applications of the concepts surrounding the topic.

Activities: This portion of the Directed Learning Activity is meant to be done independently. This portion will include activities such as exercises, games, Power Point presentations, and/or other lessons that show applications of the topic. You should print all materials used and take notes on anything you learn in this Directed Learning Activity.

1. Cut and paste the following URL to review some techniques for proofreading:
http://www.mclennan.edu/wc/tutorials/Proofreading_Techniques.pdf
2. Using a paper you have already written, use one of the techniques from the previous exercise and proofread your paper.
3. Come up with a method of your own to go about proofreading. Write the name of your technique and its rules below.

Name of your technique: _____

Rule 1 _____

Rule 2 _____

Rule 3 _____

Rule 4 _____

Rule 5 _____

Crafton Hills Writing Center: Directed Learning Activity

This Directed Learning Activity was meant to introduce you to a few techniques in proofreading. In addition, you have thought of some alternative methods in proofreading. The point of this activity is to show you that proofreading can be approached in different ways. If it works, use it.

Review: With a tutor at the Writing Center, discuss specific terms, their definitions and all of the examples you have written. Make sure to be clear about your understanding of the definitions, and the examples you have given. Clarity will be gauged by your use of specific terms you learned during the Activities portion of this Directed Learning Activity. **In order to pass this DLA, you must bring a copy of one of your original papers and your paper with the corrections (one pre-proofread, one post-proofread). With your tutor, discuss the technique you chose to use in proofreading your paper.**