



Student Name: \_\_\_\_\_

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EWRT Instructor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### Help with Proofreading: The Final Check ✓

1. Answer the following questions:

What is **Proofreading**? Your answer: \_\_\_\_\_

Our answer: It is an important last step in completing your paper and checking for formatting and grammatical errors that are easy to miss!

What isn't **Proofreading**? Your answer: \_\_\_\_\_

Our answer: It's not really **revising**! That's a bigger, earlier stage where you tighten your thesis, move your paragraphs around, add to your conclusion or find additional quotes or evidence to back up your ideas.

Proofreading is the last step! It should feel pretty good because you are almost done with your paper, and you would like to turn it in soon! Good news! You just need some time to review your masterpiece! But why is proofreading so important?



Reason #1: A simple mistake like an absent comma, a spelling error, or strange word choice could completely change the meaning of your writing and confuse your reader.

Reason #2: Lots of errors also make your ideas and research less **credible** to your reader.



List some strategies you use for proofreading your paper:

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Here are some suggestions!

1. Ask a friend or classmate to read your essay. We are often “too close” to our writing and can’t even see simple errors because we are too focused on the ideas. When this is the case, ask a trusted friend to read it over. If they suggest changes, make sure you understand why so you can deal with those in the future.
2. Walk away for a while. I’m not joking. One of the best strategies for proofreading is to let your essay sit for a while (i.e. overnight). When you come back, you will be able to “re-see” your writing with a fresh perspective. Or maybe take a walk around the block!
3. Get “Editor Ready.” When you are ready to return to your essay, **print** out a **PAPER** copy and have a **PEN** in your hand to mark changes. This may seem unnecessary in our digital era, but it works! When we read on the screen, our eyes are far away from the words, and we habitually skip words as we read. With the essay in your hand, you can hold your essay closer to your eyes. With a pen in your hand, you are signaling to your brain that you are actively participating.
4. Read your essay out loud! Read your essay out loud as if you were reading a fairy tale or bedtime story to a child, **slowly**. This will ensure that you read every word on the page. Exaggerate the inflection in your voice. When your voice goes up and then drops, put a comma. (Don’t be shy; this totally works!)
5. Check for the following: Spelling, grammar, and punctuation errors, proper spacing and indentation per [MLA formatting](#), “weird” sentences that just don’t “sound” right. When in doubt, rewrite the sentence. Don’t spend forever wondering WHY something doesn’t sound right. Something made you pause at that sentence in particular...better safe than sorry. Always simplify your prose, so that you make your point clearly and directly.
6. Replace vague or informal word choice. Rather than “you” or “we,” which is like pointing a finger at the reader, use “one” or “individuals” or even better, the specific group of people you are referring to (i.e. “students”). Never use the word “never” or “always.” These words are absolutes that are impossible to PROVE. Replace “stuff” and “things” with what you are actually writing about. They tell the reader nothing. Often, there are much specific and better words than “good” or “bad.”
7. Use vigorous verbs! When possible, replace the “to be” verb form (is, was, were, etc.), with [a more exciting and specific verb](#).
8. Try reading your paper backwards. Read the last sentence of your essay and check for errors. Then, read the second to last sentence, and so on until you are at the top of your essay. This forces you to read word for word and not get distracted by your ideas.

## Super Quick Editing Checklist

1.	Has the writer cited all her evidence with proper citation techniques?	
	Is the author's last name and page number in parenthesis if not mentioned in the sentence?	
	Is the punctuation correct for the citation?	
2.	Commas	
	Did the writer fix her comma splices or RTS errors and any fragments?	
3.	Pronouns	
	Did the writer eliminate any "you" or "your" pronouns? (unless the writer is speaking directly to the reader!)	
4.	Spelling	
	Did the writer use their/they're/there correctly?	
	Did the writer use its / it's correctly?	
	Did the writer forget to change any "text messaging" mistakes, such as little i for big I?	
5.	Apostrophes	
	Did the writer use apostrophes for possession correctly?	
6.	Verbs	
	Does the writer need to fix any verb tense errors?	
	Does the writer need to correct any subject/verb agreement errors?	
7.	Word forms	
	Does the writer need to correct any word form errors (adjective, adverb, noun, verb, etc.)?	
	Articles	
8.	Does the writer have any article errors? (a, an, the)	
	Formatting	
	Does the writer have the correct MLA format for the paper? Format on the next page:	
	<p><b>ESSAY/PAGE FORMAT GUIDELINES (MLA)</b></p> <p style="text-align: right;">Your Last Name 1</p> <p>Your Name</p> <p>My Name</p> <p>Course Name and #</p> <p>Date</p> <p style="text-align: center;">Title of Your Essay</p> <div style="position: absolute; top: 100px; left: 300px; border: 1px solid blue; border-radius: 50%; padding: 10px; background-color: #add8e6; width: 150px;"> <p>(Double space and left align all this information.)</p> </div> <div style="position: absolute; top: 150px; left: 500px; border: 1px solid blue; border-radius: 50%; padding: 10px; background-color: #add8e6; width: 200px;"> <p>(Center the title and capitalize all the major words. Do not underline your title. You do not need a title page.)</p> </div>	

Each essay you write for this class and others needs to be **neatly formatted**. **Indent** each new paragraph using the **"Tab"** key. Your document should be **double spaced** and **12 point font**. Please use **Times New Roman** font. Make sure you have standard margins—**one inch** on the top, bottom and sides. Do **NOT** add extra space between paragraphs; it should ALL be double-spaced. A well-formatted essay looks good and makes it easier to read.

If you are including quotations in your essay, make sure to punctuate them with quotation marks and provide an in-text citation. Here is an example: Fowler admits "Facebook is possibly the greatest and entertaining time waster disguising itself as a unifying college community, since study groups" (94). The quotation marks let the reader know that these are not your words, and the page number in parenthesis tell the reader where they can find these words.

Directions: Read the following excerpt from a student paper. Review the table above for the kinds of mistakes we find in essays. Make a note of some of the errors that you find. After you finish, bring this whole document to a tutor to go over it together!

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## Should We Have Gender Stereotype

A kid was in a car with his father driving. Suddenly, a giant dump truck ignored a traffic signal and hit their car it was a huge accident. People that were right next to the accident scene came to they're car to rescue them. Then they found out that the kid's father died on the spot and the kid was barely alive. Since the kid was in a serious condition. They called an ambulance to take him to the nearest hospital. The ambulance arrived at the hospital and an skillful doctor hurried out from the emergency room to take a look at the boy's condition. But as soon as the doctor saw the boy's face, the doctor yelled out: "Oh, no! This is my son!" Here is an interesting question about this story. What is the relationship between the boy and the doctor? You might think the answer to this question is super easy. However, you might also think this question is super hard and give out the incorrectly answers like the doctor is the boy's stepfather or she is a crazy man. The answer was very simple. The doctor is his mother. If you could not give an answer to this question right away, you would have some form of gender bias that all doctors must be men. But if you did solve this problem very well, then congratulations! Your mind is not constrained about gender roles! Today's society have many emerging problems about gender. Many people are suffering from gender expectation problems. Women are expected to do household chores well and men are forced to act manly. We know these gender stereotypes are wrong because all human beings are not the same and they are different from each other. And to solve this problem, we are constantly having a debate over this serious topic and we know that

we need to clarify the bad sides and fix those to make this society a better place to live for both genders. And in order to make a good society free from gender bias, we should offer proper education to our next generations. In my opinion, we should respect our children's free will about their identity and the roles they have in society. You should not force traditional gender expectations on children because this can restrict children emotionally, psychologically, professionally, and later on. You must fully support them with love to become good adults without considering a factor "gender" and leave them to grow in a natural way as possible.

Sometimes it is better to teach children to know how to challenge the stereotypes of gender roles instead of clinging to their own gender's roles. According to Eve Pearlman's "Families and Parent Educators Help Girls Go Beyond Stereotypes" says "But you don't have to buy pink because she's a girl." (189) As you can see directly from her saying, girls don't have to hold on to femininity. Girls don't have to wear dresses and boys don't have to wear dark-blue jeans. Girls can act as aggressive as angry lions and boys can cry if they cannot hold back their tears. Many of my friends express themselves emotionally, and i think it is fine to cry. If parents ignore this and force their children to just show stereotypes of gender roles, then the kids might get so much stressed being unable to express their own personalities that may be different from expected roles. Hence, parents should encourage their girls or boys to grow without being held back by stereotypes and show them the possibility of having opposite gender's personality and behavior too.

Make a note here of the types errors that you found in the passage: