

PROOFREAD LIKE A PRO

CHECKING METHODS

LOOKING AT YOUR TEXT IN A DIFFERENT WAY CAN HELP YOU PICK OUT ERRORS.

see what
I did there?

- ★ PRINT ONTO PAPER
- ★ READ IT OUT LOUD
- ★ USE A SPELL CHECKER OR PASTE INTO GRAMMARLY

BEWARE...



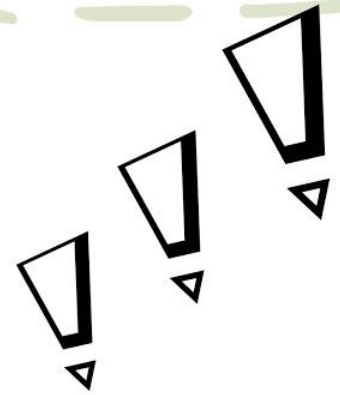
JARGON

LONG SENTENCES

PASSIVE SENTENCES

ITS & IT'S - YOU'RE & YOUR - THERE & THEIR

US VS UK ENGLISH



ASK YOURSELF...

- ⚡ IS IT CLEAR WHAT THE READER SHOULD KNOW, FEEL AND DO?
- ⚡ IF THE READER IS SKIMMING, IS THERE SOMETHING TO CATCH THEIR EYE?
- ⚡ CAN YOU TAKE OUT ANY TEXT WITHOUT LOSING THE MESSAGE?

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