

# Proofreading Power



*Skills & Drills*

:: Become an Effective Proofreader ::

Ashan R. Hampton

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# About this Book

Before you dig into this book on proofreading, have you taken the “*Core Grammar Essentials*” or “*Business Grammar Essentials*” online classes? Have you read, “*Grammar Essentials for Proofreading, Copyediting and Business Writing?*” How about “*Adult Learner Grammar Essentials?*”

In order to get the most out of this book, you need intermediate to advanced grammar, usage, punctuation and writing skills. If you need a refresher, please take the online classes above or purchase the grammar books. In order to fix errors, you must be able to identify them, which is the focus of the grammar courses.

Good writing begins with good grammar. Effective proofreaders need to be good writers. So, if you find yourself getting stuck on some of the exercises, or if you need additional explanations for the concepts presented in this book, please take time for a comprehensive grammar review.

For more information on the above resources, click “Books” at  
**[www.arhampton.com](http://www.arhampton.com)**.

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# Proofreading Pre-Test

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**Directions:** Complete all of the questions to the best of your ability before peeking at the answers on the next page. Good luck and happy learning!

---

a. =

b. ↗

c. ○

d. ~

1. \_\_\_\_\_ Which of the proofreading marks indicates “**transpose words?**”
2. \_\_\_\_\_ Which of the proofreading marks indicates “**delete?**”
3. \_\_\_\_\_ Which of the proofreading marks indicates “**capitalize?**”

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**Directions:** Correct all the **capitalization** errors in the following sentences.

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4. Alex Haley, the author of roots, traced the History of his own family.
5. when I last saw Sheree, she was driving West on baltimore street.
6. The beacon theater is located near the Hotel on Cheshire Bridge road.

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**Directions:** Please **circle** and **correct** all the misspelled words in the following sentences.

---

7. The magnifisence of the sunset was breathtaking.
8. Did you cut cantaloup for the frute salad?
9. Danny and his freind finaly decided to go to the movies.

# 1

## Preparing to Proofread



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### Proofreading Prep: Getting Started

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- Determine when you are the most alert or “**at your best**.” You will proofread and catch errors more efficiently.
- **Remove** as many **distractions** as possible to focus only on **proofreading**:
  - **Close** your door.
  - **Clear** your desk.
  - **Turn** off your cellphone.
  - **Sit** in a **comfortable** chair.
  - Use **adequate lighting** that's easy on your eyes.
  - Maintain **good posture**.

- Keep **reference materials** handy.
  - Dictionary
  - Thesaurus
  - Style Guide (APA, MLA, AP, etc.)
  - Business Writing Manual
  - Grammar Books
- Note all **timelines, due dates** and **deadlines**.
  - **Write and post** them in a noticeable place.
  - **Do not rely** on electronic devices. Go old school:  
(Post-it notes)!
  - Budget your time to **prevent** last minute **rushing**.

**Grammar Essentials Resource:**

For fully detailed explanations of all the grammar concepts in this book, add "**Grammar Essentials for Proofreading, Copyediting & Business Writing**" to your collection.

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