

Zeno Group Writing Workshop

Winter 2022

PROOFING & COPYEDITING BRAINSTORM & TIPS

- Read aloud
- Read it backward from the bottom up
- Get a fresh pair of eyes
- Check the numbers, math
- Verify dates, times, addresses
- Names: spellings
- Run it through a program
- Look for consistency – caps for instance
- Print it out
- Change fonts, type size, and read aloud
- Read just for punctuation
- Align with company standards
- Align with AP Style
- Police jargon
- Go on passive patrol
- Check homonyms [affect/effect]
- Check apostrophes, plurals, possessives
- Check hyperlinks and phone numbers
- Address one thing at a time
- Proof early in the day when well rested