

10 key points how to revise and proofread

1. Keep text clear, simple, concise and conversational.
2. Revise wordy phrases.
3. Avoid opening fillers and redundancies
4. Use verbs instead of nouns.
5. Use familiar words and short sentences to improve readability
6. Highlight main ideas through capital letter, headings, italics, bold type and so on
7. Check spelling, grammar, punctuation, names and numbers
8. Print out the final draft of your text and look at it in a day or two.
9. Proofread the text at least twice aloud, for words meanings and grammar mechanics
10. Get some feedback from somebody else.