**Proof Reading an Essay**

Turning in an assignment, sending an email, writing a letter, and constructing a resume are important skills for life and all require the author to proof read his/her work. Turning in a written work without proof reading is similar to showing up to a job interview and picking one’s nose through the entire interview. To avoid embarrassment and ensure quality work, students must proof read all written work.

Here are helpful steps to proof reading:

1. Print out what you consider your final draft.
2. With a pen or pencil in hand, read the paper OUT LOUD to another person.
   1. Stop and correct any:
      1. Misspellings
      2. Wrong words
      3. Incomplete phrases or clauses
      4. Tense changes
      5. Grammar errors
      6. Number disagreement (each, either, neither, all the ones, and all the bodies are SINGULAR!!)
      7. Use of 1st or 2nd Person (I, me my, us, our, you, your)
      8. Passive Voice
      9. Forbidden Words
   2. Listen also for:
      1. Boring, ugly and weak writing – correct it.
      2. Sentences that make no sense or do not communicate ideas clearly

**You will turn in this written over draft *and* this signed paper with your final draft on** **8/31 or 9/1.**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ verify that my student ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ read his/her essay out loud to me to aid in their proof reading.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_