

## Proof Reading Techniques

### When?

- Allow enough **time** from submission date to read through text several times.
- Think about proof reading smaller **chunks** of text as writing develops rather than waiting until the end, e.g. chapters, sections, arguments etc.
- Be in control and proactive rather than reactive.

### How?

Read through text several times to identify different types of error:-

**CORPSE method** to check your work as follows:-

**C**/Capitals **O**/Omissions **R**/Repetition **P**/Punctuation **S**/Spelling **E**/English

<b>CORPSE Method</b>
----------------------

### Content

- Clear, relevant, accurate, answered “unbundled “ question, evidenced, meet marking criteria requirements?

### Organisation

- Is there an introduction, main section and conclusion and do they include the right material? Does the argument flow, are topics/important points kept together?

### Punctuation

- Keep sentences short and succinct. Check for capital letters, full stops, commas, speech marks, apostrophes etc. Have a simple checklist of rules if necessary.

### Spelling

- Start from the end/bottom of the document and read each word for accuracy; reference dictionary, thesaurus and beware American version of spelling word. Also look for homophones eg there, their, they're.

## Tools and resources to utilise – not one suits all

Text to speech (read aloud)	<ul style="list-style-type: none"> <li>• TextHelp read&amp;write (scan option)</li> <li>• Claread (scan option) <i>(remember these have reader assistance support eg pointer/focus/coloured text and background options)</i></li> <li>• Use Windows accessibility feature (Control Panel – text to speech option)</li> <li>• Free Apps eg iSpeech, NaturalReader Text, Voice Dream Reader, Speak it!</li> <li>• Record text and listen (use digital Dictaphone, smart phone, tablet etc)</li> <li>• <u>Ask someone else to read aloud</u></li> </ul>
Organisation	<ul style="list-style-type: none"> <li>• Coloured highlighters to code similar ideas</li> <li>• Post-it notes to code similar ideas</li> <li>• Number sections, ideas</li> <li>• Ensure planning has been done/effective eg use diagrams, mind mapping, lists, linear, tables etc</li> <li>• <u>Cut and paste key ideas/sections to improve flow of ideas</u></li> </ul>
Spelling  (poss image clips)	<ul style="list-style-type: none"> <li>• Read&amp;Write has a dyslexic specific spell check facility, a homophone checker, powerful dictionary and prediction option – these all give/read aloud meanings</li> <li>• Be careful of MS Word spellcheck (American spellings)</li> <li>• Use internet eg dictionary.com</li> <li>• Use thesaurus options (Word – Shift+F7)</li> <li>• Free Apps</li> <li>• Devise personalised word lists or common errors (keep in a book, on smart phones, tablet, computer or recorded etc)</li> </ul>
Reading	<ul style="list-style-type: none"> <li>• Read&amp;Write - <i>pointer/focus/coloured text and background options</i></li> <li>• Use coloured overlays</li> <li>• Opti-colour USB pen can change text colour and background colour</li> <li>• Windows accessibility function: can read aloud, magnify text, change contrast, screen/background colour etc</li> <li>• Free Apps</li> <li>• Print on coloured paper</li> <li>• Improve readability eg large text, double line spacing, different coloured text and background</li> <li>• Use a pointer or ruler</li> </ul>