

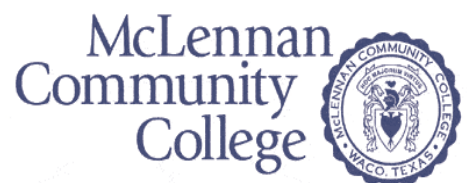
# What is Proofreading?

Writing Proficiency

**MCLENNAN COMMUNITY COLLEGE - WRITING CENTER**

2007

Writing Center (SC-222)  
McLennan Community College  
1400 College Dr.  
Waco, Texas 76708



# What is Proofreading?

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## Writing Proficiency

### Definition

Proofreading is the process of reading handwritten, keyed, or printed material and correcting or marking the errors with proofreader's marks (standard symbols).

Proofreading requires both knowledge and concentration. It demands patience and attention to detail. Some people seem to think that proofreading is merely a search for misspelled words or missing commas. However, many other things must also be checked including:

- Content
- Format
- Grammar
- Spelling
- Capitalization
- Punctuation
- Word Usage
- Word Division