

# Contents



<b>Proofreading Pre-Test</b> .....	xi
Answers: Proofreading Pre-Test.....	xiv
<b>1. Preparing to Proofread</b> .....	15
Knowledge Check .....	17
Answers: Knowledge Check .....	18
<b>2. Personal Proofreading Tips</b> .....	19
Proofreading Warm-up.....	21
Answers: Proofreading Warm-up .....	22
<b>3. Proofreading Strategies</b> .....	23
Proofreading Warm-up.....	25
Answers: Proofreading Warm-up .....	26
<b>4. Proofreading Habits</b> .....	27
Proofreading Errors Exercise .....	29
Answers: Proofreading Errors Exercise .....	30
<b>5. Proofreading vs. Copyediting</b> .....	31
Paragraph Proofreading Exercise .....	35
Answers: Paragraph Proofreading Exercise .....	36
<b>6. Visual &amp; Digital Proofing</b> .....	37
Digital Proofing Exercise.....	41
Answers: Digital Proofing Exercise .....	42
<b>7. Recognizing Error Hot Spots</b> .....	43
Error Hotspot Exercise .....	47
Answers: Error Hotspot Exercise.....	48

<b>8. Proofreading Marks</b> .....	<b>49</b>
Proofreading Marks Exercise.....	51
Answers: Proofreading Marks Exercise.....	52
<b>9. Proofreading for Grammar</b> .....	<b>53</b>
Sentence Fragment Exercise.....	55
Answers: Sentence Fragment Exercise.....	56
Run-on Sentence Exercise.....	57
Answers: Run-on Sentence Exercise.....	58
Subject-Verb Agreement Exercise.....	59
Answers: Subject-Verb Agreement.....	60
Comma Splice Exercise.....	61
Answers: Comma Splice Exercise.....	62
Noun-Pronoun Exercise.....	63
Answers: Noun-Pronoun Exercise.....	64
Dangling & Misplaced Modifiers Exercise.....	65
Answers: Dangling & Misplaced Modifiers Exercise.....	66
<b>10. Proofreading for Punctuation</b> .....	<b>67</b>
Punctuation Exercise.....	70
Answers: Punctuation Exercise.....	73
<b>11. Proofreading for Spelling</b> .....	<b>75</b>
Spelling Exercise.....	77
Answers: Spelling Exercise.....	78
Spelling Exercise: Job Description.....	79
Answers: Spelling Exercise: Job Description.....	80
<b>12. Proofreading for Usage</b> .....	<b>81</b>
Usage Exercise #1.....	83
Answers: Usage Exercise #1.....	84
Usage Exercise #2.....	85
Answers: Usage Exercise #2.....	86

<b>13. Proofreading for Capitalization</b> .....	87
Capitalization Exercise #1 .....	89
Answers: Capitalization Exercise #1 .....	90
Capitalization Exercise #2 .....	91
Answers: Capitalization Exercise #2 .....	92
<b>14. Proofreading for Numbers</b> .....	93
Numbers Exercise .....	95
Answers: Numbers Exercise .....	96
<b>15. Proofreading for Language Bias</b> .....	97
Race/Ethnicity Bias .....	98
Age Bias .....	100
Disability or Medical Bias .....	101
Gender/Sexual Orientation Bias .....	102
Sexist Language Bias .....	104
Language Bias Exercise .....	107
Answers: Language Bias Exercise .....	108
Gender Bias Exercise .....	109
Answers: Gender Bias Exercise .....	112
<b>16. Proofreading for Social Media</b> .....	113
Blog Post Exercise .....	115
Answers: Blog Post Exercise .....	116
Social Media Exercise .....	117
Answers: Social Media Exercise .....	118
<b>More Resources</b> .....	119
<b>References</b> .....	120
<b>Index</b> .....	121