

## Proofreading Top Tips

- Print it out
- Get someone else to read it
- Use a dictionary – check for common misspellings:
  - You're                      Your
  - It's                            Its
  - Complementary      Complimentary
  - Practice                    Practise
  - Dependent                Dependant
  - Principle                  Principal
  - Affect                      Effect
- Check consistency – style, layout, spelling
- Check tenses and verbs
- Proper sentences?
- Check your facts
- Bullet points
- Design problems