

# Proofreading

The strongest drive  
is not ... or greed.  
It is one person's need  
to change another's copy.

*Handwritten red annotations:*  
- AMEND -  
- REPEAT -  
- Alter -  
- modify -  
- Reshape -  
- Change / STET!  
- qualify and re-think -

You should always read over your work carefully before handing it to someone else, looking for **typos**, **mispelled** words, problems with **AGREEMENT**, words that missing, and so on. There's nothing wrong with using a **SPELLING CHECKER**, but they routinely miss so many things that you still have to read your work closely. (Don't depend on **GRAMMAR CHECKERS**, which usually make your writing worse, not better.)

Remember, though, that proofreading is only one part of the **REVISION** process.