



How to Proofread in a Pinch

Is there a way to proofread your own work? There is a way to do it -- *if* you have to. That is, if you aren't yet making my business writing expertise and editors work for *you*.

When I worked for the City Attorney's Office, I focused on the legal field, attended paralegal school, law school and did research, among other things. During one of my classes, the administrator, Margaret Lovig, poured her experience and knowledge into us.

Margaret's tip to "always proofread your work" has remained with me. Most importantly was her follow-up tip that "if you must proof your own work *read it backwards*." Yes, you read that right. She encouraged us to:

1

Find a pro to proof your work.

2

Start proofing at the far right side of the page, and read each word in that sentence backwards all the way to the left margin.

Then move to the far end of the next sentence. Repeat until you finish the document or section of text you're working on.

Time consuming? Tiring? Yes, with good results. It works -- and makes your business better *in a pinch!* © Copyright Belinda Sanders. All rights reserved.

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