


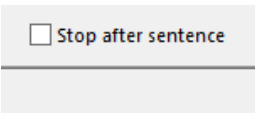
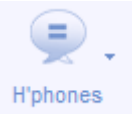

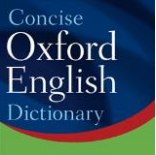


Proof-reading strategy

 <p>1. Get organised!</p>	<p>If possible, try to break down the amount of paragraphs you have to proof-read in one sitting. For example, 10 paragraphs and 5 days = proof-read a minimum of 2 paragraphs a day. This makes proof-reading more manageable, less overwhelming and keeps you motivated.</p>
 <p>2. Listen sentence by sentence</p>	<p>Use ClaroRead to listen to each paragraph sentence by sentence. To do this, go to Settings and tick Stop After Sentence. Only move on to the next sentence when you're 100% happy with it. Think about sentence structure and look out for any sentences that sound too short and choppy or a bit long-winded and breathless.</p>
 <p>3. Spell Check</p>	<p>As you go along correct any spelling mistakes, highlighted in red, using the Check icon and add any unfamiliar words to its Dictionary.</p>
 <p>4. Read by paragraph (Untick Stop After Sentence)</p>	<p>Listen to the paragraph again but this time untick Stop After Sentence in Speech Settings. This time around you won't be distracted by any spelling mistakes or over-long sentences. Listening to the whole paragraph may highlight the need to add linking words, such as 'For example' or 'However'.</p>
 <p>5. Check H'phones</p>	<p>We then need to check Homophones (words that sound the same but are spelt differently and have a different meaning) in our text. Click the Homophones icon then select Show Homophones to highlight them in blue. If you're uncertain about the meaning of a word then highlight it and click Check. Here we can find definitions to ensure we've chosen the correct word. You can also exclude any Homophones that don't cause you problems here by clicking Ignore All.</p>
 <p>6. Repeat</p>	<p>Repeat these steps for your next paragraph. Remember Check has three functions. On a word highlighted red it will check spelling, blue it will provide word alternatives for Homophones, on unhighlighted (black) words Check will show the definition of the word. Once you've done your minimum for the day you may want to carry on proof-reading whilst you're in the zone. You'll be doing it because you want to, not because you have to.</p>
 <p>7. Concise Oxford English Dictionary</p>	<p>You can also utilise the COED for definitions that can be referenced. You need to have this application opened and minimised then you can double click on a word to bring up the COED definition.</p>