



GUIDE TO

**PROOFREADING
YOUR
COMMUNICATIONS**

By Wessler Engineering

Proofreading Your Communications

> 10 TIPS for writing error-free content <

1

GRAMMAR CHECK

Choose a person in your workplace most versed in grammar and spelling to review all correspondence before distribution.

2

REFERENCE MATERIAL

Good editing involves verifying content accuracy through a reliable source such as *The Associated Press Stylebook* - paper or online version. This also gives you an advantage - something to fall back on - if the author ever questions the validity of your changes.

3

ALPHABETICAL LISTINGS

If a list of names or organizations are supposed to be in alphabetical order, don't assume they are. Double check because you may find something out of order.

4

NUMBER REFERENCES

If you reference a number in your writing, be sure that number is accurate. (Example: If you are listing five tips, make sure there are *five items listed*.)

5

HIRE A PROFESSIONAL EDITOR

If you don't have the resources in-house to edit your communications, we suggest hiring a professional on a contractual basis to assist you. This is a "win-win" situation.

6

SINGULAR AND PLURALS

A singular organization in American English uses the singular form of verbs. Therefore, it is incorrect to write, "XYZ company and their employees ..."; the phrase should instead read, "XYZ Company and *its* employees...".

7

THE WORD "JUST"

Avoid using this word as it is generally too colloquial for the written word. Replace with "simply" or "only."

8

CAPITALIZATION

Writers often capitalize words to give them the appearance of more weight and credibility, such as, "our Software Development Services can help your organization ..."). However, if "Software Development Services" is not the name of a company, capitalizing it is incorrect.

9

INDEPENDENT REVIEW

If your communications are technical in nature, enlist someone well-versed in the subject matter to perform a second review.

10

READ ALOUD

Sometimes the best way to recognize mistakes is to read the material aloud. Because your brain is getting the information in a new way, you may notice things that you didn't previously see.