

WRITING

FAST

"I have difficulty proofreading to see if my writing makes sense."

Find the main ideas of your paper

- First, read over your paper
- Find the sentence or sentences that convey the main ideas of your paper.
- Circle these sentences.
- Ask yourself:
 - "Are these sentences clear?"
 - "Does my writing reflect what
 - I want to say?"

Ask yourself about the supporting ideas

- Ask yourself:
 - "Do the sentences support the main idea?"
 - "Are there enough supporting ideas presented in your paper?"

Scan each sentence

- Scan each sentence of your paper for the following:
 - SENSE: Does each sentence make sense?
 - CONNECTED: Is each sentence connected to the one before or the one after?
 - Add ideas to be included.
 - DELETE: ideas or sentences that are unnecessary or confusing.

Take time to make changes and reread

- Make all changes from the above steps.
- Reread your final paper, if it still isn't clear, go through the steps again.