

## **PROOFREADING**

We see and read a lot of content, articles, or blogs daily through the newspaper, book, or social media. But we hardly find any grammatical errors like punctuation marks in any content. Why so? Is every author that competent with high proficiency that she/he doesn't make a mistake.

Of course not.

It is all possible because of the help of a proofreader. Simply, proofreading refers to a final reading or editing of the content provided to make sure that there are no more errors in the final content. Oxford Reading Dictionary describes proofreading as, "The reading of the text in proof to find and mark errors for correction" or "A trial or preliminary impression... to be checked for errors and marked for correction before subsequent revision". Book, Essay, Report, Magazines, pamphlets, articles, posters, journal articles, etc. Proofs include texts accompanying visuals too sometimes.

A proof is a draft and not the final version that is to be checked by a proofreader. The proof allows us to check for errors that may need correcting and that is the essence of what proofreading is.

Proofreading can be applied for research papers, presentations, scripts, monologue, speeches, documentary, podcasts, books, articles, emails, etc.

Proofreading is important in our regular lives. From our personal to professional life, proofreading is a must. That may include the text messages that we exchange online, our social media posts like blog posts, Facebook posts, tweets, status, etc. In a professional context, it may include, e-mails, CVs, cover letters, job applications, etc. A proofreader must acknowledge even the smallest mark in the content to be a professional one.

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