

Did not proofread your work for language and clarity.

Proofread (or <i>proof</i> ) your work	<p>Merriam Webster Online: “to read and correct mistakes in (a written or printed piece of writing)”</p> <ul style="list-style-type: none"><li>• “He <i>proofread</i> the essay carefully.”</li></ul> <hr/> <p><b><i>A brain trick for proofreading what you say for accuracy, good language, and for clarity</i></b></p> <p><u>For accuracy of language used by the discipline of history</u></p> <ol style="list-style-type: none"><li>1. Have you spelled the word the way the source does? Example: Shays’s Rebellion</li><li>2. Have you punctuated the word the way the source does? Example: 1660s (not 1660’s)</li><li>3. Have you used the word the way the source does? Example: words such as <i>freeman</i>, <i>servant</i>, and <i>slave</i> have specific meanings in the discipline of history</li></ol> <p><u>For correct use of language in general</u></p> <ol style="list-style-type: none"><li>1. Run spell check and grammar check using your word processor. Do not accept every correction the software suggests. Click on the explanation to be sure.</li><li>2. Go to Turnitin and check the Grademark report for your paper</li><li>1. If some of your words are identified as incorrect sentences or unclear, then rewrite your sentences. Simple sentences are fine.</li></ol> <p><u>For clarity</u></p> <ol style="list-style-type: none"><li>1. Read aloud <b>each</b> syllable in your paper, ideally in a silly accent.</li><li>2. Your <i>ear</i> will notice omitted words, bad grammar, and errors in meaning that your <i>eye</i> will not.</li><li>3. Write the corrections on your printed paper that you must make.</li><li>4. Make them in your file.</li><li>5. Compare your printed page with your file to be sure you didn’t make a new error.</li></ol>
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All definitions are from the Merriam-Webster Online (<http://www.merriam-webster.com/dictionary>).

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