



Empowering professionals to write with skill and confidence

August 2006, Newsletter

Editing and Proofreading Tips

Welcome to the first edition of our newsletter! In this edition we'll discuss some tips for improving your editing and proofreading skills.

What's the difference between editing and proofreading? Lots of people use the terms synonymously, but they're two different processes that use two different parts of the brain! Editing is about content, while proofreading is about grammar, punctuation and mechanical issues.



When first editing a document, read holistically marking or changing it. This allows you to get a sense of what the document is really about and focus on audience, purpose, and action.



When editing someone else's work, avoid marking with a red pen. Studies show that using red can create a negative reaction.



When proofreading, try reading the document out loud. You may hear problems that your eye doesn't see. Another technique is to read the document backward from the end to the beginning. This kind of proofreading allows you to see the document in a new way, thereby helping you catch errors.

Do you have a writing question you'd like us to answer in the next newsletter? [Send us an email](#)

LATEST NEWS:

Hurley Write Introduces a New Logo.



As we enter a new stage of growth, we proudly introduce our new logo. The new logo retains the distinctive blue and orange but incorporates a fresher and more contemporary look.

DID YOU KNOW?

Research shows that

- Italics can slow the reader's eye?
- Text in all capitals slows reading speed 13 to 20 percent?
- Readers may pay closer attention to the text if ample amounts of blank space are used?

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