

# Proofreading Our Own Work

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## Understanding the Importance of Proofreading

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer the questions below based on what you learned about proofreading.

1. What are some things you should check for while proofreading?
  - A. Only spelling
  - B. Only punctuation
  - C. Capitalization, punctuation, and spelling
2. Proofreading helps improve the clarity of our \_\_\_\_.
3. Why is it important to read your work out loud when proofreading?

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4. Match the proofreading step to its description.

Read slowly

Focuses on details

Check one type of error at a time

Helps avoid missing mistakes

5. What does Proverbs 12:24 teach us about diligence?
  - A. Being lazy is good
  - B. Hard work leads to success
  - C. Diligence is not important
6. Using a \_\_\_\_ or finger can help you track where you are while proofreading.
7. What makes proofreading challenging for you?

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8. How can we make proofreading more fun?
  - A. By ignoring mistakes
  - B. By working with a friend
  - C. By rushing through it

9. The hand of the diligent will rule, but laziness ends in \_\_\_\_ labor.

10. What did you learn about your writing today?

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### Answer Key

1. Capitalization, punctuation, and spelling 2. writing 3. Reading out loud helps you hear mistakes that you might miss when reading silently. 4. Focuses on details 5. Hard work leads to success 6. ruler 7. Sometimes I miss mistakes because I read too quickly. 8. By working with a friend 9. forced 10. I learned to take my time and check for errors more carefully.