A GUIDE TO FINDING YOUR WRITING MISTAKES

How to Proofread Your Application Materials

Once you finish writing your text, step away from it for a full day and return to it with fresh eyes. Then, follow these steps to uncover your written errors:

- **Print the text**
  Having a printed copy will allow you to read and follow along with your finger, word by word so that you are focused and deliberate.

- **Read the text out loud**
  You will likely read more slowly than you would if you read it silently. You'll hear words that sound awkward, unnecessary, or outright wrong.

- **Read the text backward**
  When you read normally, your eyes see what the brain expects, and it's easy to miss your mistakes. When you read backward, your brain won't know what to expect, and it will see the words as they truly are.

- **Mark the text**
  Mark places that don't sound right but don't fix them immediately, which is a different stage in the editing process.

- **Change the text**
  Revisit the places you marked and fix each problem, one by one.

- **Use grammar checking, spell checking, and plagiarism detection software**
  The free versions of Grammarly, Ginger Software, and Language Tool are excellent, with the first two offering more features with paid subscriptions.

- **Ask someone you trust or pay a professional to proofread your text**
  If writing is not a strong point for you or if English is not your native language this step is critical. You can contact the course author at kristine.wemeancareer@gmail.com or find freelance editing professionals on [Upwork](https://upwork.com) or [Fiverr](https://fiverr.com).

What Mistakes to Look For

There are hundreds of English grammar rules. Instead of checking for all possible mistakes, create a manageable list of mistakes to check for in your writing based on your common mistakes. Look for each item one at a time. Here is a list of common writing mistakes:

- **Misused words**
  Incorrect: *You're Management Consultant in Healthcare position intrigued me...*
  Correct: *Your Management Consultant in Healthcare position intrigued me...*

- **Spelling mistakes and typos**
  Incorrect: *Thank you for your time and consideraton of my application.*
  Correct: *Thank you for your time and consideration of my application.*

- **Verb tense mistakes**
  Incorrect: *Once you have review my attached resume, I look forward to discussing the position.*
  Correct: *Once you have reviewed my attached resume, I look forward to discussing the position.*

- **Subject-verb agreement mistakes**
  Incorrect: *Your Network Engineer position intrigue me because of the focus on...*
  Correct: *Your Network Engineer position intrigues me because of the focus on...*

- **Preposition mistakes**
  Incorrect: *I started working for Deloitte on March.*
  Correct: *I started working for Deloitte in March.*

- **Article mistakes**
  Incorrect: *That combination closely aligns with my experience for past five years with Deloitte.*
  Correct: *That combination closely aligns with my experience for the past five years with Deloitte.*

- **Missing commas in compound sentences**
  Incorrect: *Our client loved the pitch and we closed the sale within 20 minutes.*
  Correct: *Our client loved the pitch, and we closed the sale within 20 minutes.*

- **Inconsistency with style elements like the Oxford comma**
  Incorrect: *For 11 years, I've recruited, trained, and mentored other top management consultants.*
  I identify process breakdowns in hospital billing, collections and cash posting processes.
  Correct: *For 11 years, I've recruited, trained, and mentored other top management consultants.*
  I identify process breakdowns in hospital billing, collections, and cash posting processes.

- **Capitalization mistakes, especially with names and titles**
  Incorrect: patagonia, sports marketing coordinator (amsterdam, netherlands)
  Correct: Patagonia, Sports Marketing Coordinator (Amsterdam, Netherlands)