## Strategies for Overcoming Writer’s Block

## Proofreading Tips

**Look for Hard-to-Spot Errors**

* Misused words that spellcheckers won’t flag—for example, “I took the data *form* last month’s report.”
* Repeated or omitted words, such as articles (the, a, an).
* Proper names and numbers.
* Titles and headings, particularly if you use “all caps,” which some spellcheckers skip (although you can change this option).

**Catch More Errors**

* Proofread in print—never on the computer screen.
* Print on yellow or pink paper to see your work differently.
* Wait a few hours or overnight after your last revision before you start proofreading.
* Use a ruler to guide and slow down your eyes as you proofread.
* Read backwards, one sentence at a time.

## Checklist for the Writing Process

