**PROOFREADING** is the final stage of the editing process, which focuses on surface errors such as misspellings and mistakes in grammar and punctuation. You should proofread only after you have finished all of your other editing revisions.

**Content** is important. But the way a translation looks affects the way others judge it. It is worth paying attention to the **details** that help you to make a good impression.

Devote only a few minutes to proofreading in hope to catch any glaring errors that jump out from the page is not enough. A quick and cursory reading, especially after you have been working long and hard on a translation, usually misses a lot. It is better to **work with a definite plan** that helps you to search systematically for specific kinds of errors.

This takes a little extra time, but it pays off in the end. If you know that you have **an effective way** to catch errors when the translation is almost finished, you can worry less about editing while you are writing your first drafts. This makes the entire translating process more efficient.

Try to keep the editing and proofreading processes **separate**. Experiment with different tactics until you find a system that works well for you. The important thing is to make the process systematic and focused so that you catch as many errors as possible in the least amount of time.

 (Smith, Brady. *Proofreading, Revising, and Editing Skills Success*. New York: LearningExpress, LLC, 2003.)

**When you proofread follow the seven steps:**

1. Check for complete sentences
2. Check for words that are left out and check for words or ideas that are repeated
3. Check all words for capitalization mistakes.
4. Check for all punctuation mistakes.
5. Check for subject-verb agreement.
6. Check for problems in usage.
7. Check for misspelled words.

TASK 1: Comprehension check:

**Decide whether the following statements are true or false according to the text above:**

1. Proofreading is another name for editing.

True False 

2. Proofreading focuses on misspelling, mistakes in grammar and punctuation.

True False 

Do not rely entirely on **spelling checkers**. These can be useful tools but they are far from foolproof. Spell checkers have a limited dictionary, so some words that show up as misspelled may really just not be in their memory. In addition, spell checkers will not catch misspellings that form another valid word. For example, if you type "your" instead of "you're," "to" instead of "too," or "there" instead of "their," the spell checker will not catch the error.

**Grammar checkers** can be even more problematic.These programs work with a limited number of rules, so they cannot identify every error and often make mistakes. They also fail to give thorough explanations to help you understand why a sentence should be revised. You may want to use a grammar checker to help you identify potential run-on sentences or too-frequent use of the passive voice, but you need to be able to evaluate the feedback it provides.

(Smith, Brady. *Proofreading, Revising, and Editing Skills Success*. New York: LearningExpress, LLC, 2003.)

TASK 2: Copy the following text into your spell check and find the mistakes:

Většinu území Evropy pokrývají zemědělský a lesnický vyžívané plochy, které jsou životné důležitě pro naše zdraví i hospodářství. Společná zemědělské politika EU zajišťuje, aby se zájmy zemědělství a ochrana životního prostředí navzájem nevylučovali. Pomáhá s rozvojem hospodářské a sociálních sítě venkova a hraje důležitou roli při řešení nových problém, jako jsou změna klimatu, vodní hospodářstvím, bioenergetika a biologická rozmanitost.

**Concentrate on every word as spell check does not deal with cases of the Czech language.**

**Proofreading techniques:**

1. Proofread for only **one kind of erro**r at a time*.* If you try to identify and revise too many things at once, you risk losing focus, and your proofreading will be less effective. It is easier to catch grammar errors if you are not checking punctuation and spelling at the same time.

2. **Read slowly**, and read every word. Try reading out loud, which forces you to say each word and also lets you hear how the words sound together. When you read silently or too quickly, you may skip over errors or make unconscious corrections.

3. **Separate the text** into individual sentences. This is another technique to help you to read every sentence carefully. Simply press the return key after every period so that every line begins a new sentence. Then read each sentence separately, looking for grammar, punctuation, or spelling errors.

 (Smith, Brady. *Proofreading, Revising, and Editing Skills Succes*s. New York: LearningExpress, LLC, 2003.)

Proofreading is a learning process. You are not just **looking for errors** that you recognize; you are also **learning to recognize** and correct new errors. This is where handbooks and dictionaries come in. Keep the ones you find helpful close at hand as you proofread.

You will often find things that do not seem right to you, but you may not be quite sure what is wrong. A word looks like it might be misspelled, but the spell checker did not catch it. If you are not sure about something, **look it up**.

The proofreading process becomes more efficient as you develop and practice a **systematic strategy**. You will learn to identify the specific areas of your own translating that need careful attention, and knowing that you have a sound method for finding errors will help you to focus more on translating the text.

(Smith, Brady. *Proofreading, Revising, and Editing Skills Success*. New York: LearningExpress, LLC, 2003.)

TASK 3: Correct the following text:

V případě léčiveho přípravku ze s laboratorního vzorku náhodně vybere 20 neporušených tobolek skoušeného materialu. Pro kontrolu a skoušení přípravku - doplňku ztravy se pro skoušení použije 5 náhodně vybraných neporušenych tobolek skoušeného materialu. Vzorky skoušeného materialu se již dále neupravují.