



DeYoung Consulting Services

Helping People Learn up to Their Potential

Hello,

Good writing skills are crucial in all areas of business and one of the most important aspects of writing is proofreading. Unfortunately, we all often skip this step. Whether you're drafting a letter, writing a report, or sending an e-mail message, be sure to thoroughly read it before distribution.

Here are a few tips to help you the next time you need to check for errors in your own work.

- Print off your piece and read it aloud. You're more likely to find misspellings and grammatical errors.
- Let your document sit overnight, if possible. If you absolutely must distribute your piece the same day you write it, try to take a break during the process. You're more objective when you take a fresh look at your own work.
- Keep a dictionary handy and refer to it often. Don't rely on the computer to correct your misspellings.
- Try changing positions when you proofread your hard copy. Sit in a different location or stand up when you read. It gives you a different perspective and invigorates your brain.
- Finally, for a lengthy piece, I suggest that you have someone else check for errors. When we read our own writing, we can sometimes miss the same errors over and over.

Enjoy the final month of summer before fall arrives and the kids head back to school. Keep me in mind if you're planning to school your employees or clients in any new techniques or services this fall. I'm available to develop curriculum materials or consult on training issues.

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DeYoung Consulting Services provides quality learning experiences for individuals and groups. We develop materials and activities that advance individual, team, and organizational learning. Our work is done with integrity, reliability, and accountability.

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