

### Proofreading and Publishing:

#### Proofreading

When you proofread, you read carefully for mistakes in grammar, spelling, capitalization, and punctuation. It's easier to spot such mistakes if you put your writing away for a while before looking at it. Peer proofreading is also useful. Exchange papers with a partner, and look for errors in each other's papers. Use the following guidelines when you proofread inshaAllah.

Guidelines for Proofreading	
<ul style="list-style-type: none"><li>• Is every sentence a complete sentence instead of a fragment or a run-on?</li><li>• Does every sentence begin with a capital letter? Are all proper nouns capitalized?</li><li>• Does every sentence end with an appropriate punctuation mark? Are other punctuation marks used correctly?</li><li>• Do the verbs agree in number with their subjects?</li><li>• Are the verb forms and tenses used correctly?</li><li>• Are the subject and object forms of personal pronouns used correctly?</li><li>• Does every pronoun agree with its antecedent in gender and in number? Are the pronoun references clear?</li><li>• Are all the words spelled correctly?</li></ul>	

Symbols for revising and Proofreading	
≡ South america	Capitalize a letter
ℓ to school	Take out a word, letter, or punctuation mark.
^ the city Dallas	Insert a word, letter, or punctuation mark
# saltmarsh	Insert a space
<b>You can design you own symbol system to use with your writings, but these are the basic forms that are use in Language Arts.</b>	

#### Exercise 9: Proofreading a Paragraph

Proofread the paragraph below. Use the proofreading symbols to mark the ten errors in the paragraph inshaAllah.

The japanese architect Tange Kenzo hasan international reputation. Kenzo's creations in his his own counry include the town hall in Kawaga the Atami Gardens Hotel, and a cathedral in Tokyo. Later, he branched out overseas and he developed a reputation in Europe and the Middle east. However, Kenzo did not not stop working in his own country. Between 1983 and 1986, he desinged important civic buildings for both Tokyo and Yokohama.

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