

PROOF READING

9.1 LET'S START

All documents, whether letters, reports, books, research papers, dissertations, thesis etc. are first prepared in draft forms. These drafts are read time and again before these are finalized for printing. There may be several additions, deletions, corrections etc. in these drafts. These alterations are indicated by standard Proof Reading Signs/symbols on the drafts.

So a Computer Operator should have mastery in understanding the meaning of these Proof Reading Signs/Symbols and should be able to carry out the corrections on these drafts before these are finalized and printed copies are taken out.

In the previous lesson you have studied about creating, opening and saving a presentation under Power Point Presentation, concepts of slides, slide layout, preparation of slides, adding special effects, animation, slide show and Keyboard short cuts.

In this lesson you will be taught about the meaning of Proof Reading, Standard Proof Correction signs/Symbols, precautions and procedure of finalising a document after proof reading on your Computer.

9.2 OBJECTIVES

After going through this lesson, you will be able to:

- know the meaning of Proof Reading
 - enumerate the various Proof Reading signs
 - understand the meaning of various Proof Reading Signs
 - carry out corrections indicated in the document to be proof read
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- identify the procedure of finalising a proof read document
- take precautions while proof reading a document.

9.3 LEARNING COMPETENCIES

After going through this lesson, you will be able to attain the following competencies:—

- Do the proofreading of documents fairly by incorporating the corrections indicated by Proofreading Symbols/Signs.
- Identify which mistakes are committed frequently and take precautions so that these mistakes are not committed again.

9.4 MEANING/DEFINITION

Proof-reading means correction of errors in a manuscript, typescript or printed copy before publication. In its widest sense, proof reading implies every kind of verification of statements appearing in a copy; but more generally the term is applied to the correction of printer's errors. The changes desired to be made are indicated by the proof-reader with an established code of marks which are standardized for general use.

Proof- Reading can also be defined as the means of examining the text carefully to find and correct typographical errors and mistakes in grammar, style and spelling.

9.5 PROOF READING SYMBOLS/SIGNS

There are commonly used Proofreading Symbols/Signs and these are used almost by following the same pattern. A document is written in hand or is printed in the Printing Press in draft form. In order to finalise the document to be typed/printed fairly, it is once again read from the draft. While reading the draft of the document, some additions, deletions and alterations are made. These additions, deletions and alterations are indicated by Standard Proofreading Symbols/Signs by the person who has read the draft document. The proofreading mark is given in the margin, alongwith the specific details about the changes that are to be made, and a mark in the text showing where these changes are to be implemented.

Proof Reading Work in Printing Presses:

Proofreading Symbols/Signs are used in the Printing Presses by the Proofreaders. These are also used in the Offices of the Newspapers and Printing Houses, where lot of proofreading work is done every day. The Proofreaders

working in the Printing Presses and Publication Houses are professionally trained persons.

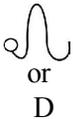
Proofreading Work in Offices

The work of proofreading is also done in the offices where the Officer either prepares drafts by his own hand or dictates the same to his P.A. and ask him/her to prepare a draft on the Computer. The draft prepared by the Officer or typed by the P.A. is read and certain corrections are carried out in the document by making additions, deletions and alterations, etc. The corrected document is given to the P.A. or Computer Operator to finalize a fair copy by carrying out the corrections indicated in the draft.

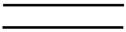
There are several Proofreading Symbols/Signs. But in this lesson only those Symbols/Signs have been explained, which are very commonly used in the offices and the Printing Presses. Various Proofreading Symbols/Signs are given below:

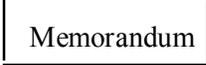
Proofreading Symbols/Signs

Symbol	Meaning	Example - Before Correction (Draft)	Example - After Correction(Final document)
Caps. or U.C.	Change alphabets underlined/ crossed through to Capital Letter.	The ch airman of a co mmittee is the most important single factor on whom the success of the co mmittee depends.	The Chairman of a Committee is the most important single factor on whom the success of the Committee depends.
l.c. /s.c.	Change alphabets underlined/ crossed through to lower case character.	The success of a Committee <u>D</u> epends upon its <u>M</u> embers, so they should be chosen with care.	The success of a Committee depends upon its members, so they should be chosen with care.
#	Insert Space	The selection of the subject <u>also</u> ∧ affects the success of a Committee.	The selection of the subject also affects the success of a Committee.
Eq. #	Equalize Spacing or leave single space between the words.	The selection of the subject also ∧ affects the success of a Committee.	The selection of the subject also affects the success of a Committee.
NP or //	New Paragraph	In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. ∧ [The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included.	In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included

	<p>No new Paragraph. "Run on" the Paragraph joined with line.</p>	<p>Paragraph is a division of a piece of written matter, usually dealing with one main idea, started on a new line.</p> <p>Paragraph consists of all the related sentences on one aspect of a particular subject matter or an idea. New paragraph is started when the idea changes.</p>	<p>Paragraph is a division of a piece of written matter, usually dealing with one main idea, started on a new line. Paragraph consists of all the related sentences on one aspect of a particular subject matter or an idea. New paragraph is started when the idea changes.</p>
<p>Ctr.</p>	<p>Centralize the Heading.</p>	<p>Types of Paragraphs →</p>	<p>Types of Paragraphs</p>
<p>In full</p>	<p>Write in figures the encircled words.</p>	<p>Tenth, seventeenth, twenty fourth and thirty first of March will fall on Sundays.</p>	<p>10th, 17th, 24th and 31th of March will fall on Sundays.</p>
	<p>Delete. Not to print.</p>	<p>A New Paragraph should not begin at the top bottom of the page.</p>	<p>A New Paragraph should not begin at the bottom of the page.</p>
	<p>Make it clear with the author, printer or publisher. Encircle the text to be made clear.</p>	<p>The meeting of the Committee will be held on Sunday the 10th May,.... at 11.30 A.M.</p>	<p>The meeting of the Committee will be held on Sunday the 10th May,.... at 11.30 A.M.</p>
	<p>Change the font size of the encircled character(s) or word(s).</p>	<p>The meeting of the Committee will be held on Sunday the 10th May, at 11.30 A.M. in Central Hall.</p>	<p>The meeting of the Committee will be held on Sunday the 10th May,.... at 11.30 A.M. in Central Hall.</p>

Stet.	Let it stand. Ignore the correction dotted underneath. Or Do not omit the deleted words	All the members are informed that the meeting of the Central Admission Committee will be held on Saturday the 19 th June, at 10.30 a.m. or Monday the 21st June at 2.30 p.m. All the members will be informed telephonically about the exact date and time of the meeting.	All the members are informed that the meeting of the Central Admission Committee will be held on Saturday the 19 th June, at 10.30 a.m. or Monday the 21 st June at 2.30 p.m. All the members will be informed telephonically about the exact date and time of the meeting.
⊖	Close Up.	The with regard to the intro⊖duction of new courses will be discussed in the meeting.	The matter with regard to the introduction of new courses will be discussed in the meeting.
□□□	Change the word (s) underlined through to Italics. crossed	Don't be <u>nervous or agitated</u> while entering the interview room.	Don't be <i>nervous or agitated</i> while entering the interview room.
mm	Put in Bold Print.	Dr. R.K. Sharma, Manager.	Dr. R.K. Sharma, Manager.
Trs.	Transpose the alphabets in the word(s) as indicated.	The matter with regard to the intro <u>u</u> duction of new courses will be dis <u>u</u> ssed in the meeting to be held on Monday.	The matter with regard to the introduction of new courses will be discussed in the meeting to be held on Monday.
Trs.	Transpose the word(s) as indicated.	The matter with regard to the introduction of <u>(courses new)</u> will be dis <u>(the in)</u> ussed in the meeting to be held on Monday.	The matter with regard to the introduction of new courses will be disussed in the meeting to be held on Monday.

Trs.	Transpose the words in the sentence given in a jumbled order as indicated.	The cycle begins the with communication (2) (3) (5) (4) (1) generation of an idea in the mind of the (6) transmitter.	The communication cycle begins with the generation of an idea in the mind of the transmitter.
	Move to the left.	 The retailer is both a social and economic institution.	The retailer is both a social and economic institution.
	Move to the right.	 The retailer is both a social and economic institution.	The retailer is both a social and economic institution.
	Justify alignment (left and right margins)	In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included.	In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included.

	<p>Move up.</p>	<p>Office  is the correspondence between the Departments or the correspondence with its employees for calling information from or conveying the information by the Departments</p>	<p>Office Memorandum is the correspondence between the Departments or the correspondence with its employees for calling information from or conveying the information by the Departments.</p>
	<p>Move Down</p>	<p> Office is the correspondence between the Departments or the correspondence with its employees for calling information from or conveying the information by the Departments.</p>	<p>Office Memorandum is the correspondence between the Departments or the correspondence with its employees for calling information from or conveying the information by the Departments.</p>
	<p>Straighten the margin on the left -hand side.</p>	<p>In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included.</p>	<p>In the case of long reports, it is desirable to give the table of contents in the beginning. In addition to giving an overall view of the report, the table of the contents facilitates locating particular topics in the report. The table of contents gives the title and the page number of each chapter. If space permits, the headings of the sections of the chapters are also included.</p>

<p>→ </p>	<p>Justify the matter towards right hand side. Or Right alignment</p>	<p>┌ Yours faithfully, └ (Dr. R.K. Pardhan) ┌ Deputy General Manager</p>	<p>Yours faithfully, (Dr. R.K. Pardhan) Deputy General Manager</p>
<p>In full</p>	<p>Write Full Form of the encircled words.</p>	<p>He is working in the (Deptt) of Social Welfare for the last twenty years. OR He is working in the Department of Social Welfare for the last twenty years (&) will be retiring from his job next month.</p>	<p>He is working in the Department of Social Welfare for the last twenty years. OR He is working in the Department of Social Welfare for the last twenty years and will be retiring from his job next month.</p>
<p>⊙</p>	<p>Insert Full Stop.</p>	<p>He is working in the Department of Social Welfare for the last twenty years ↵</p>	<p>He is working in the Department of Social Welfare for the last twenty years.</p>
<p>,/</p>	<p>Insert Comma.</p>	<p>When correspondence is done between or by Government Agencies ↵ it is called Official Correspondence.</p>	<p>When correspondence is done between or by Government Agencies, it is called Official Correspondence.</p>
<p>H</p>	<p>Insert Hyphen.</p>	<p>Shri Mithlesh Kumar is working on ad ↵ hoc basis as Assistant Professor. OR</p>	<p>Shri Mithlesh Kumar is working on ad-hoc basis as Assistant Professor. OR</p>

		Shri Mithlesh Kumar is working as Assistant Professor on part /time basis.	Shri Mithlesh Kumar is working as Assistant Professor on part-time basis.
/ - /	Insert Dash.	He might have succeeded / but why think of that now? OR Everybody / the spectators, the players, the umpire / applauded his performance.	He might have succeeded - but why think of that now? OR Everybody - the spectators, the players, the umpire - applauded his performance.
? /	Insert Sign of Interrogation.	When will the next meeting of the Selection Committee be held / Or May I help you /	When will the next meeting of the Selection Committee be held? Or May I help you?
: /	Insert Colon.	The problem is this / we cannot get qualified staff at such a short notice.	The problem is this: we cannot get qualified staff at such a short notice.
; /	Insert Semi-Colon	Mrs. Lalita was late / hence she was marked absent by her Manager.	Mrs. Lalita was late; hence she was marked absent by her Manager.
∩ ∩	Insert Double Inverted Commas.	/Our Office cannot manage this amount of work / , said the Chairman in the meeting held on Thursday.	“Our Office cannot manage this amount of work”, said the Chairman in the meeting held on Thursday.

‘ /	Insert Sign of Apostrophe.	He was reading Mr. Shukla’s Book	He was reading Mr. Shukla’s Book.
! /	Insert Sign of Exclamation.	What an attractive scheme!	What an attractive scheme!
^/ or insert	Insert the matter written in the margin as directed.	<p>The next meeting will be held on Wednesday the</p> <p>at 9.30 am 10th of May. All the members are requested to attend the same.</p>	<p>The next meeting will be held on Wednesday the 10th of May at 9.30 a.m. All the members are requested to attend the same.</p>
SP	Correct Spelling Error	<p>He gave me a check for Rs. 50,000/-.</p> <p>OR</p> <p>Dr. P.K. Gupta will take over as Principle of National Medical College on June 20,....</p>	<p>He gave me a cheque for Rs. 50,000/-.</p> <p>OR</p> <p>Dr. P.K. Gupta will take over as the Principal of National Medical College on June 20,....</p>

9.6 GUIDELINES FOR PROOF-READING

Some of the guidelines to be observed for proof-reading are given below:

- Read everything in the draft from the beginning to the end.
- One should have complete knowledge of the use of Proof-Reading Symbols/Signs.
- Do not forget to run the Spelling Check and Grammar Check at the end.
- Read the final document carefully before submission to the Officer to ensure that no correction of error is left out.
- Be judicious in regard to the spellings in the document. Do not follow the spellings blindly as the Computer gives the spellings from its own dictionary.
- Before submitting the final proof either to the Officer or to the Printing Press, it should be in its final form being typed in double-line-spacing on one side of the paper.
- The corrections, alterations, additions should be marked with ink, not pencil. The ink should have a different colour from the one used by the printer.
- To attract instant attention and for clarity, all corrections should be marked on the left hand margin of the proof.
- All insertions of more than one line should be typed on separate pages. If the insertions are on separate pages, they should be numbered consecutively and on the margin of the proof should be indicated where each item is to be inserted e.g. “Insert at “A”, etc.
- Put your initials on the copy you have proofread.

9.7 PROCEDURE OF TYPEWRITING A PROOFREAD DOCUMENT

REMEMBER

*It is twice as hard to detect mistakes in your own work
as in someone else's.*

For effective proofreading, a Proofreader should possess a sound knowledge of the language in which the document has been written. The Proofreader may face certain difficulties with regard to the various Proof Correction Signs/

Symbols, the handwriting of the writer of the document, spellings of certain difficult words etc. The Proofreader should be well acquainted with the various Proof Correction Signs/Symbols with their meanings and should be able to decipher the same.

The Proofreader should be familiar with the various rules of display to be applied for different kinds of documents because when the documents are given by the writer of the document, these are written in a draft form in jumbled order and the writer may not be familiar with the technicalities of printing.

The following points should be kept in mind at the time of typewriting of fair document:

- Before finally typewriting from a proof read document, it should be read once or twice. In case the document is lengthy, it should be read para wise. By reading the document once or twice, the Office Executive or Computer Operator becomes familiar with the style of the author or the writer of the document and it becomes very easy to carry out corrections accordingly.
- If any word in the document is not clear, it should be encircled and the Computer Operator should proceed further. It may be possible that these words are clear somewhere in the following paragraphs of the document. The person who has written the document should be consulted before finally printing the document.
- After reading the whole document, if the Computer Operator fails to understand any particular word, the sentence should be read time and again in order to find out the correct word and complete sense of the sentence.
- No sentence should be finalized by a mere guess work, otherwise the whole document will be of no use and it has to be re-typed or re-printed.
- The whole matter should be checked thoroughly so that every sentence conveys the sense and no incorrect sentence should be there in the final print outs.

HINTS FOR SUCCESSFUL PROOF READING

- Cultivate a healthy sense of doubt. If there are particular type of errors you know you tend to make, double check for those.
 - Read slowly. If possible, read out loud.
 - Read what is actually on the page, not what you think should be.
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- Proofread more than once, if possible.
- Work from a print out, not the computer screen.
- Use search function of the computer to find mistakes you are likely to make.
- If you tend to make many mistakes, check separately for each kind of error, moving from the most important to the least important and following whatever technique works best for you to identify that kind of mistake.
- End with a spelling and grammar check of your document.

9.8 CASE-LET

Simran is working as Executive Assistant in a publishing house. Her job includes a lot of Proofreading work. She commits many errors while deciphering a document with Proofreading symbols and wastes much time till the final document is ready. What should she do to improve her efficiency in typewriting documents with proofreading symbols?

INTEXT QUESTIONS 9.1

1. Fill in the blanks with suitable words in the following sentences:

- a) Before proofreading a document, it _____ once or twice.
- b) No sentence should be finalized by a mere _____.
- c) In case there is any doubt about the spellings of the words, the spellings should be checked with the help of _____.
- d) If any word in the document is not clear, it should be _____ and the Computer Operator should proceed further.
- e) A Proofreader should possess a sound knowledge of the _____ in which the document has been written.

2 Answer the following questions in brief:

- a. Define Proofreading.
 - b. What is the first step before proofreading a document?
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- c. How will you check the spellings at the time of proofreading?
- d. What will you do at the time of proofreading, if a word in a document is not clear?

9.9 LET'S SUM UP

Proofreading means correction of errors in a typescript, manuscript or printed copy before publication. It can also be defined as the means of examining the text carefully to find out correct typographical errors and mistakes in grammar, style and spelling. You have come to know about various Proofreading Symbols/Signs, guidelines for proofreading and the procedure of typewriting a proofread document.

EMPLOYABILITY SKILLS : PRACTICAL WORK TASK

1. Read the following document carefully and typewrite a fair copy of the same on your Computer by incorporating the corrections indicated on the left hand margin:

Ctr.

RECRUITMENT

✓

Recruitment is process which is of vital importance as a whole for it determines the tone & calibre of the public services, and on it

○

rests the use fullness and relevance of the machinery of

Trs.

Government to the society. Recruitment is a key to strong

“”

public service, and, as someone has put it, a cornerstone of the whole public personnel structure in the government offices/

Trs.

A faulty policy recruitment permanent a weakness upon the

(3) (2) (1) (5) (4)

I.c.

administration. The latter virtually becomes a heaven for the Dull

Stet.

and the incompetent. The need for a sound recruitment policy

⊙

was first realised by China Centuries ago

2. Read the following document carefully and typewrite a fair copy of the same on your computer by incorporating the corrections indicated on the left hand margin:

Ctr.

BUSINESS CORRRESPONDENCE

I.c. Correspondence by the Companies or Firms on Matters of trade
Caps. and commerce by way of letters is called as business Correspondence.

3
4

The Business Correspondence inclu~~Δ~~des letters written by the business houses to the Government Departments on various

Trs. subjects such as ~~Δ~~licences requesting for, making representations,
(5) (4) (3) (1) (2)

⊙ and complaints, etc. and so on ~~Δ~~ It also includes letters written to
I.c. various organizations for the Upliftment of business. It is through

Stet. letters that an Organization can build relations with its customers,
In full suppliers & other connected parties. Since the chief objective of

Eq.# a Business letter ~~Δ~~ is directly or indirectly to increase Business,

✓ it should therefore ~~Δ~~ be typed with utmost accuracy and displayed

Stet. in such a manner that it gives a pleasing appearance.

3. Rakesh prepared a draft of a speech which is to be delivered by his Executive during the inaugural session of a meeting. His Executive detected three words in the document which he thought should be substituted and deleted these three words. Later on he found that the words originally written in the document were correct. With which Proof-reading Symbol he would carry the correction?

9.10 TERMINAL QUESTIONS

1. Define Proofreading. Explain the meaning of any ten proofreading symbols.
2. What points will you keep in mind at the time of proofreading a document?
3. Explain the important guidelines for Proofreading.
4. What do you mean by Proofreading? How will you proofread a document?

9.11 ANSWERS TO INTEXT QUESTIONS

1.
 - a) should be read
 - b) guess work
 - c) dictionary or spell check
 - d) encircled
 - e) language
2.
 - a) Proof Reading means examining the text carefully to find and correct typographical errors and mistakes in grammar, style and spelling.
 - b) Before proofreading a document, it should be read once or twice. In case the document is lengthy, it should be read paragraph by paragraph. By reading the document once or twice, the Proofreader becomes familiar with the style of the author or the writer of the document and it becomes very easy to proofread the document and carry out corrections accordingly.
 - c) The spellings will be checked with the help of dictionary or spell check.
 - d) If any word in the document is not clear, it should be encircled and the Computer Operator should proceed further. It may be possible that these words are clear somewhere in the following paragraphs of the document.

9.12 HINTS TO CASE LET

1. She should master the Proofreading symbols thoroughly.
 2. Do a lot of practice of reading proofread documents from the books that are available in her office.
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3. Use Internet to find out the meaning of various proofreading symbols.
4. Use Dictionary for finding out the spellings of difficult words she usually come across while typewriting documents with proofreading symbols.

9.13 EXTENDED LEARNING

In order to attain mastery in proofreading, you should read books written by various authors. Internet can also be used for having more and more knowledge about proofreading. You should visit the offices of the newspapers, printing presses etc. and find out how the work of proof reading is carried out there. If possible, you can discuss about the proofreading with the Proof-Reader in the above agencies/institutions.

OR

You can prepare a write-up of about 2000 words on any topic. After the write-up is ready, try to read it back and improve the same by incorporating the proofreading symbols/signs.

9.14 REFERENCES

1. BHATIA D.P. and SANGAL S.S., Principles of Typewriting, Second Revised & Enlarged Edition Pitman, S.S. Publications, 12/26, East Patel Nagar, New Delhi-110005.
 2. A Handbook of Typewriting, Secretariat Training School, Ministry of Home Affairs, New Delhi.
 3. Dictionary of Typewriting.
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