What skills are required for proof reading?

Many people have a natural skill for spotting grammar or spelling errors in written work. If you are one of those people, then perhaps you could be a proof reader. This is a job you can do from home enabling you to perhaps continue to do other things like take the kids to school. Not many tools are required for the job apart from a computer and the internet! What could be simpler!

The most basic requirement of a proof reader is to check documents and books looking at spelling and grammar. A good proof reader should look at how words and sentences flow and join together ensuring that the piece of work is easy to read and can be understood. For people who are writing in English but where English is not their first language, sentence construction is extremely important. It is interesting that even with the advent of very advanced computer technology; proof readers are still required because although computers may have the ability to detect spelling and some grammar mistakes, they cannot interpret the flow or meaning of a document. Therefore, there will always be a need for humans to proof read!

There are many ways to gain skills in proof reading either through formal training or through experience. There are courses available online, via distance learning or through formal attendance. It is also possible to gain experience by practicing your proof reading skills by looking at websites, books, magazines and you can also take some mini-tests on-line to sharpen your skills!

There are so many benefits to good proof reading including gaining better marks for essays and dissertations and the opportunity to have a book published rather than rejected due to unnecessary errors.

Freelance proof reading offers you the opportunity to earn money from the comfort of your own home and there are many companies out there looking for hard-working, committed individuals. By undertaking this type of work, you have can help others to ensure their work is error free before it is submitted.

It is also an advantage to be able to proof read your own work successfully and this is a good skill to have as you will no doubt find in later life that there are documents that you have to proof read; either for work or as part of a further educational course / qualification.

So, however you utilise your proof reading skills, there is no doubt that you will find this type of work interesting and rewarding whilst at the same time earning some money!