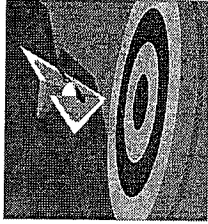
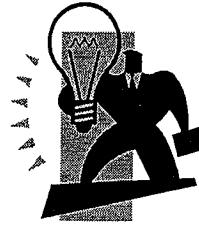


## The 9 Critical Grammar and Editing Tips to Improve Your Professional Writing



Antonia Johnson, Ph.D.  
Clear Talk Mastery, Inc. March 11, 2011

## Professional Writing



The six naked grammar rules

The best editing tips

Secrets of great proofreading

## Naked Grammar Rules

1. Gender- he, she
2. Nouns- a, an, the
3. Nouns- plurals
4. Verbs- subject & verb agreement
5. Verbs- tense
6. Complete sentence



## Be Anxious

- Naked Grammar Rules--- Speaking and writing



## Best Editing Tips-Proofreading

- Spelling
- Have I spelled all the words correctly?

Keep a list of problem words and use the list as part of your checklist



## Proofreading

- Have I written complete sentences?
- Have I used the correct verb forms?
- Do subject and verbs agree?



**Don't Miss**

### Capitalization

Have I capitalized the first words of sentences?

Have I capitalized proper names?



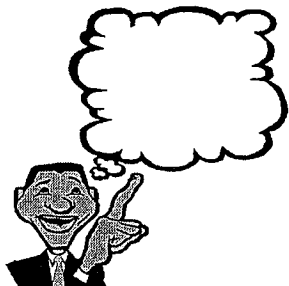
### Punctuation!



Have I used an end mark after every sentence?

Have I used commas correctly?

### Secrets of Great Proofreading



### Secrets of Great Proofreading

Set your work aside and come back to proofread it later.

It will be easier to see your mistakes, then.



### Optimal Proofreading

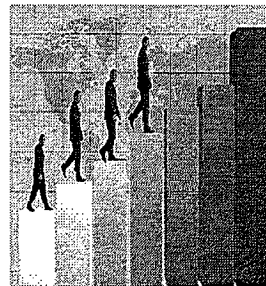
- Proofread aloud.
- Check for complete sentences, end punctuation, and commas.



Proof read more than once!

Grammar

Capitalization



### Proofreading Tip

With a dictionary and a grammar handbook

Use these sources to check your questions



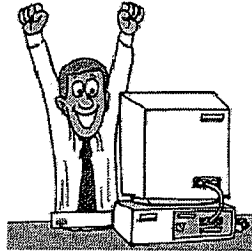
### Proofreading Tip

- As you read, mark places where you have questions, finish reading



### Proofreading Tip

- Use a computer spell checker
- Do not rely on it alone
  - It will not catch all errors



### Proofread

Have someone else proofread

But proofread yours at least once



### Proofreading Tips

Make more efficient by using proofreading marks



### Extra- Spelling

