

- Do not rely solely on spelling and grammar checkers.
- Focus on each word as a separate entity. There are three ways to accomplish this:
 1. Read the document very slowly.
 2. Read the document aloud.
 3. Read the document backwards.

A combination of these three techniques will help you isolate many easy-to-miss errors.
- Read each line of text with a ruler, blocking out the lines below or above. This will help reduce optical illusions that cause you to misread a word.
- Whenever you encounter parentheses or quotation marks, make sure that both beginning and ending punctuation marks are in place.
- Make sure all sentences end with the proper punctuation.
- Whenever you encounter a noun with an *S* at the end, determine if it is possessive or plural. Punctuate accordingly.
- Whenever you encounter a coordinate conjunction (*for, and, nor, but, or, yet, so*), question its use. If it is being used to join two independent clauses, make sure there is a comma before the conjunction (to avoid a run on).
- Familiarize yourself with the most commonly misspelled words in the English language. Every time you encounter one of these words, double-check its spelling.
- Question every use of *to, too, and two; its and it's; you're and your*. These are among the most troublesome homophones in the English language.
- If ever a word seems odd, but correctly spelled, make sure it is not a homophone taking the place of the correct word. (e.g. “I ate well driving” versus “I ate while driving.”)

NEVER TRUST YOUR EYES.

Aoccdrnig to rscheearch at Cmabrigde uinervtisy, it deosn't mtttaer waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht the frist and lsat ltteres are at the rghit pclae. The rset can be a tatol mes and you can sitll raed it wouthit a porbelm. Tihs is bcuseae we do not raed ervey lteter by it slef but the wrod as a wlohe.