

Paramedic Method

(based on *Revising Prose* by Richard Lanham)

1. Circle the "is" forms of the verb.
2. Ask "who's kicking who."
3. Change the "kicking" verb into a single active verb.
4. Circle prepositions.
5. Cut mindless introductions.
6. Replace abstract words with concrete ones.
7. Turn "verbs" back into "verbs."

Proofreading Method

1. Read for coherence.
 - a. Does each sentence make sense?
 - b. Logical connections between sentences?
 - c. Logical connections between paragraphs?
2. Read for specific errors.
 - a. grammar
 - b. punctuation
 - c. usage
 - d. numbers
 - e. spelling
 - f. references
 - g. publication style
3. Reread to ensure that you didn't introduce new errors.