

## Proofreading

### Main features of proofreading

- Checking for grammatical, spelling and mechanical errors;
- Problems with tense, subject-verb agreement, sentence completion etc;
- Alternate spellings;
- Capitalization;
- Italicization and
- Punctuation

For identification and correction, proofreading is made easier by the use of:

- Coloured ink; and
- Proofreading marks or symbols (see overleaf).

Now, proofread the paragraph below:

The supplied specimen is a toad belonging to the species *Bufo melanostictus*. It is a tetrapod vertebrate that belongs to the phylum Chordata, class Amphibia, order Amura (=Salientia) and family bufonidae . It has a triangular head with prominent eyes, a pair each of parotid glands and tympanum (ear drums). It has numerous warts on the dorsal side of the body. Its hind limbs are larger and stronger than the forelimbs. The forelimbs bear four digits each whereas the each hind limb has five digit. The feet consists of elongated digits that are united by webs.

Toad is an amphibian animal because a part of its life-cycle (*i.e.* the tadpole stage) is spent in water, even though adult toads are terrestrial.

## Editing

### Main features of editing in a written document

- Identification and correction of factual errors;
- Deletion or revision of irrelevant (*i.e.* tangential) issues and
- Rectification of omissions

Edit the following paragraph:

The given specimen is an Indian cobra belonging to the species *Rana tigrina*. It is a vertebrate animal in which the limbs are secondarily loss. It is not like a lizard. The snake belongs to the phylum Chordata, class Reptillia, ...sub-order Ophidia and family Elapidae. Its body is divisible into heed, trunk and an elongated tail. The whole body is covered with smooth oblique scales. The colour of the body is brown (or blackish in older adults). The head is not differentiated from the neck and behind the head the snake bears a distinct hood that has 'spectacle' marks on it. The hood is formed by the expansion of the neck and cervical ribs. Cobra is a deadly poisonous snake whose venom is haemotoxic in action. The species is seldom found in Bangladesh.

### References:

<http://www.learnnc.org/lp/editions/writing-process/5812>

Dev, A. T. 1976. *Student's Favourite Dictionary*.

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