## *Catching Keyboard Errors*

Speaker: Shirley Reid

Many types of errors can occur in a document. Spelling errors are the most common. This lecture will discuss some common ways to catch your keyboarding errors. When you are the proofreader, your job is to locate errors and indicate what the correction should be. Spelling errors can occur because you have (1) transposed letters (i.e. in the wrong order), (2) you've added letters and spaces, (3) you have omitted letters and spaces, or (4) numerical errors.

To locate your spelling errors, read your material very slowly, checking every character, space, and punctuation mark. If you were typing from a handwritten copy or a rough draft, check back and forth between the original document and your typed document. Use your word processor's spell checker, but don't rely on it 100 percent. The spell checker won't know that you've used a homophone (i.e. threw instead of through), or an incorrect word that happens to be spelled correctly (short instead of shirt).

(1) Transposition errors means again that things are in the wrong order. The error might be the letters inside a word (recieve instead of receive), the order of entire words (go the to store), or even having a period inside a quotation mark instead of outside. When you are proofreading, the proofreader mark for a transposition error, is the ⌒⌣ . You would write this symbol around the error, indicating where the change should be made.

(2) Added copy errors means that there are extra letters, spaces, numbers, or punctuation marks. You may also have added or repeated words as an error, or maybe a phrase that just isn't needed in the document. Look for these errors when proofreading by comparing the end of a line with the beginning of the next line – did you repeat a word at the line break? It is also very easy to have an extra repeated letter in a word (lettter), or a word ending that doesn't make sense (i.e. offices instead of office). The proofreader marks to indicate added copy might include the delete symbol ⸓ or the close-up symbol ⌒ . If an incorrect letter is typed, you should indicate the error with a straight diagonal line ∕ , then write the correct letter. Proofread carefully words like (quarantee or guarantee), or (chance or change) because they are so similar that often your eye will jump right over them, assuming the keying to be correct.

(3) Omitted copy means something is left out of a document. That omission might be a space, a letter, a punctuation mark, or a word. The better you are at spelling, the easier it'll be to catch these errors. Omitted material can change the meaning of the document, so proofread slowly, and think about the meaning of the text as you go. If there is a space omitted, the proofreader symbol is the space symbol (#). If there is something missing, use the caret symbol ⌃ .

(4) Numbers in a document have (HAVE) to be accurate. Errors in a phone number, dates, amounts of money, or social security numbers can result in embarrassing, costly, serious problems. Never assume that a number is correct. Compare to the original number by number, and then check it again. Always check to see whether the number makes sense as well, i.e. (please reply by February 31).

It's rewarding to find errors; it's embarrassing to make them or not to find them. Take your time, and make sure that every detail is double checked. Your employer (and customers) will thank you.