

Exhibit 6.4, Proofreading Business Messages

Proofing Business Messages

A. Look for writing errors.

- Typographical mistakes
- Misspelled words
- Grammatical errors
- Punctuation mistakes

B. Look for missing elements.

- Missing text sections
- Missing exhibits (drawings, tables, photographs, charts, graphs, online images, and so on)
- Missing source notes, copyright notices, or other reference items

C. Look for design, formatting, and programming mistakes.

- Incorrect or inconsistent font selections
- Column sizing, spacing, and alignment
- Margins
- Special characters
- Clumsy line and page breaks
- Page numbers
- Page headers and footers
- Adherence to company standards
- Links (make sure they're active and link to the correct pages)
- Downloadable files (make sure they're stored in the appropriate folder)