

## **WIN 5.2 - Developing an Inclusive Writing Style**

### **Lesson 6 - Proofreading**

It's always a good idea, when sending professional emails, to pause, read it over; if it's a particularly important or sensitive email, have a colleague read it over just to make sure that it's free of errors whether, you know, what you might consider small errors like punctuation errors, or whether larger, more glaring errors such as, you know, inaccuracy or just lack of clarity. You want to make absolutely sure when you're putting something in writing that it is well-written, easy to understand, and accurate.