

Proofreader Marks

Practice Packet

Keyboarding
Mrs. Higgs

PROOFREADER'S PRACTICE EXERCISE

Just how[#] well do you ^dadjust to change? Recogn[^]ize that change is certain to
come[/] as is death or taxes. You cannot avoid changeⁿ, but you can adjust to it.
How quickly you do this is one index of likely success[#] in the world ahead.

*Use the correct proofreader's marks to make corrections to the above copy. Use
the corrected copy below to verify that you have found all of the errors.*

Just how well do you adjust to change? Recognize that change is certain to
come as is death or taxes. You cannot avoid change, but you can adjust to it.
How quickly you do this is one index of likely success in the world ahead.

Example

Name _____ Period _____

PROOFREADING EXERCISE #1

In referrence to your questionnaire, I believe you need to label the sections. In my judgment you should each section right after each heating.

I also recommend. that you you try give to better diretions at the beginning. If the directio ns are not clear, You might be disappointed with the responses you receive.

a good respones to a question is dependennt on good planning nwo.

THE ABOVE PARAGRAPHS HAVE 19 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:

In reference to your questionnaire, I believe you need to label the sections. In my judgment, you should describe each section right after each heading.

I also recommend that you try to give better directions at the beginning. If the directions are not clear, you might be disappointed with the responses you receive.

A good response to a question is dependent on good planning now.

Name _____ Period _____

PROOFREADING EXERCISE #2

If you are moving with more control now than you were last week, you can be quite certain that you have shown growth in typing. You can develop as fast as you desire if you will work with zest.

For the next several days, put a little more effort into your work; then check the increase in speed. You will find that just a bit more effort day by day can result in a much higher skill.

THE ABOVE PARAGRAPHS HAVE 16 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:

If you are moving with more control now than you were last week, you can be quite certain that you have shown growth in typing. You can develop as fast as you desire if you will work with zest.

For the next several days, put a little more effort into your work; then check the increase in speed. You will find that just a bit more effort day by day can result in a much higher skill.

Name _____ Period _____

PROOFREADING EXERCISE #3

Being able to work well with other people is one of the most important attributes a person with a business career can have. Office workers should consider themselves to be team members with a single goal of working together for the Good of the company.

Courtesy is an important key to getting along with others. Learning and using co-workers names is imperative as well as giving sincere Compliments and offering to help out when critical deadlines must be met.

THE ABOVE PARAGRAPHS HAVE 19 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:

Being able to work well with other people is one of the most important attributes a person with a business career can have. Office workers should consider themselves to be team members with a single goal of working together for the good of the company.

Courtesy is an important key to getting along with others. Learning and using co-workers' names is imperative, as well as giving sincere compliments and offering to help out when critical deadlines must be met.