

Proofreading Exercise (15%)

Correct the mistakes in the passage below. No line has more than one error and some lines are correct. If a line is correct, put a tick (✓) next to the number in the space provided. Correction should be done as follows:

Extra word:	delete the extra word with a 'x' and write that word in the space provided.
Missing word:	mark the position of the missing word with a 'A' and write the missing word in the space provided.
Wrong word:	underline the wrong word and write the correct word in the space provided.

The first four lines have been done for you as examples.

Save Our Environment

A marvellous variety of wildlife flourishes on Southeast Asia. On land is everything from snakes and lizards to tigers and rhinoceroses. The sea also has many fascinating creatures, and including dolphins, sea-snakes and tropical fish.

However, many forms of wildlife is threatened by human beings. Large areas from trees are being cut down for timber and to create land for farming. This makes it difficult for many plants and animals to survive. For an example, the destruction of the rainforests Borneo and Sumatra has greatly reducing the numbers of orangutangs live in these areas.

At sea the most greatest problem is over-fishing by modern trawlers. Some types of fish may disappears because this.

It is clear that more action must taken to protect this region before even more destructions occurs.

- a) _____ in _____
- b) _____ there _____
- c) _____ ✓ _____
- d) _____ and _____
- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

Proofreading Exercise

David Nickson



Proofreading Exercise:

Proofreading Power: Skills & Drills Ashan R. Hampton, 2018-07-22 Can you catch mistakes in your own writing Can you identify and correct common writing errors Would you like to become an effective proofreader for personal growth or profit Before you write a book launch a business or start a side hustle you must learn to produce error free writing Proofreading Power Skills Drills provides essential rules guidelines and tips to quickly boost your editing prowess Train your eye to catch mistakes in the smallest of details with practical exercises on grammar mechanics usage punctuation and spelling Try your hand at correcting everyday writing samples such as essay responses job descriptions business letters and blog articles

Stedman's Medical Transcription Skill Builders Thomas Lathrop Stedman, 2006 This text with accompanying CD ROM provides medical transcription students and professionals with nearly 50 comprehensive reports that will teach them how to transcribe accurate and reliable reports Included are medical transcription exercises with recorded dictation reports surgical terminology with definitions and illustrations when applicable proofreading exercises to ensure the report is transcribed accurately and editing exercises which involve correcting the physician's grammatical errors and rewriting the report to make doctors notes readable and understandable Answer keys with errors highlighted and appropriate remediation are given for each section and audio pronunciation for the medical terminology section is on the CD ROM This reliable resource will not only save educators time in making up their own exercises but will also help students and veteran transcriptionists gain confidence in transcribing their reports

The Complete Canadian Book Editor Leslie Vermeer, 2016-08-31 The essential resource for aspiring and professional editors Whether you are a student of the craft or a working editor you need The Complete Canadian Book Editor From building and managing author relationships through acquiring and developing manuscripts to every level of text editing and proofing for print and ebooks editors play integral roles in the operations of a book publishing house In The Complete Canadian Book Editor veteran editor and professor Leslie Vermeer sets out both the concepts and the processes that an effective editor must command Dr Vermeer guides aspiring editors in presenting themselves successfully to employers and clients and working editors will recognize the voice of a mentor in her advice about career advancement Editors at all levels along with authors and self publishers will find in The Complete Canadian Book Editor all of the step by step editorial tools they need to take projects from promising beginnings to their full potential With exercises throughout The Complete Canadian Book Editor reinforces key concepts and builds your skills as an expert editor Topics include Manuscript acquisition and book contracts Editorial stages from development to proofreading Design and production including digital workflow What every editor needs to know about marketing The state of book publishing in Canada today The future of publishing and why editors are more important than ever before

Programmed Proofreading H. Frances Daniels, 1991 This book is designed to develop competent proofreading and editing skills through self paced instruction Two new chapters have been added that reinforce editing for conciseness and clarity

Additional emphasis is given to proofreading for errors in keyboarding spelling word division format capitalization punctuation word usage grammar and content *Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports* , George Burton,George Burton Hotchkiss,Business Training Corporation,2011-09 This is a reproduction of a book published before 1923 This book may have occasional imperfectionssuch as missing or blurred pages poor pictures errant marks etc that were either part of the original artifact or were introduced by the scanning process We believe this work is culturally important and despite the imperfections have elected to bring it back into print as part of our continuing commitment to the preservation of printed worksworldwide We appreciate your understanding of the imperfections in the preservation process and hope you enjoy this valuable book The below data was compiled from various identification fields in the bibliographic record of this title This data is provided as an additional tool in helping to ensure edition identification Business English Being A First Unit Of A Course In Business English Volume 5 Business English Being A First Unit Of A Course In Business English George Burton Hotchkiss George Burton Hotchkiss Business Training Corporation Business Training Corp 1916 English language *Communicating with Intelligence* M. Patrick Hendrix,James S. Major,2022-10-27 Writing and briefing are fundamental to the intelligence profession The ability to communicate clearly concisely and coherently is basic to all intelligence disciplines even the most technical Communicating with Intelligence Third Edition is a handbook on writing and briefing intelligence based on the decades of practical experience of James S Major The book is designed primarily for faculty and students pursuing studies in intelligence national security and homeland security who need to learn the art of preparing written products and intelligence briefings But it also has considerable value for working professionals who simply wish to sharpen their communication skills The third edition of Communicating with Intelligence provides the expediency efficiency and effectiveness instructors and members of the Intelligence Community require for a communication handbook **The Bid Manager's Handbook** David Nickson,2017-03-02 The original Bid Manager s Handbook continues to provide an invaluable resource in the battle to win new business Winning significant business on the right terms is an increasingly complex challenging and time consuming task and a successful bid is a vital part of any business offering its services or products to another This book will help you to enhance the probability of success in winning bids at the desired margins and to set up and run effectively a bid management team The Handbook is aimed at sales staff managing multi disciplinary bid teams and project and technical managers who find themselves managing a bid to support a sales campaign Taking a practical approach and using real life examples David Nickson leads the reader through every stage of planning for producing and delivering a bid Crucially it also shows how to save time the most important commodity in any bid without affecting quality Now the original Bid Manager s Handbook has been repackaged to include additional material that expands on the writing and editorial side of the bid the use of bid management software and the bid review process **Becoming a**

College Writer Adam Karnes, Laura Scott, 2023-08-01 Becoming a College Writer is an encouraging new writing textbook that places the power of activity and discussion based classroom practices into the hands of students Based on real writing instruction from real college faculty this book blends a friendly accessible voice with hands on activities in the form of Annotated example papers Helpful and simple writing exercises Practical guides for essential writing skills The writing process Essay structure Paragraph and sentence structure Solutions to common problems These lessons address the necessary skill sets college writers must wield not as masters but as growing writers in a variety of contexts Built by experienced teaching faculty who work with students at all levels of readiness for college writing this textbook focuses on providing detailed accounts of the most helpful feedback their students have identified from their assignments The result is an extremely useful and balanced approach to helping students reach their maximum potential as a writer all without bogging them down with too much information Each lesson is further illustrated by diagrammed examples of what good writing looks like These examples are formed by showing a typical but problematic example that struggling students might write first followed by step by step instructions to improve that writing in the moment simultaneously teaching the skills needed to do it the improved way in the future Finally a value packed appendix provides exercises in revision and proofreading demystifying these processes that so many students forego in order to turn their hurried assignments in on time Becoming a College Writer gives students a reason to slow down look twice and hone their writing perhaps the most important step of the writing process

English Skills, Grade 6 Broadwater, 2008-09-03 Help English language learners write and speak in English with English Skills for grade 6 This 128 page book teaches English skills through whole group and individual instruction and includes reinforcement and enrichment activities This book covers topics such as grammar punctuation and writing The book also includes reproducibles a glossary of terms and an answer key

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