

# Proof reading

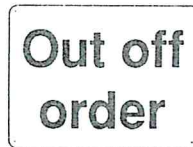
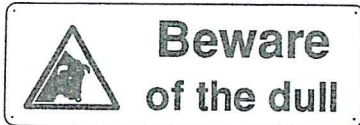
Proof reading is the most important skill needed for good spelling and writing. Everyone makes mistakes when writing - with spelling; with grammar; leaving words out, or leaving them in when they shouldn't be there; forgetting to say something essential in a job application. Proof reading is a professional writer's word for re-reading and checking what they have written. A *proof* is a rough printed draft.

No one should write anything without proof reading it. It doesn't matter whether it is a few words on a form, a note to your child's teacher or a letter to a friend. Anyone who reads your writing will understand it better if it is correctly spelt and free of mistakes. And you will get more satisfaction from it, too.

- Get into the habit of proof reading. Get used to the look of words. Use your eyes!
- Never write anything without re-reading and checking it, however trivial it may be. If it is an important piece of writing (e.g. a business letter or job application) or something which will look bad if it is corrected (e.g. a greetings card or a form), write a rough draft on scrap paper and proof read and correct it before writing the proper copy.
- Learn to use a dictionary and always have it at hand to help.
- If you use a computer, don't rely on the Spell Check. It only tells you that a word exists. It won't tell you whether it's the right one for the context in which you have used it.

## A What's wrong?

There is an error in each of these signs. Can you spot it?



## B Correct the errors

This is a letter in reply to the advertisement on the right. It contains 12 errors. Can you find them?

Dear Sir or Madam,

I am righting to you about the advertisement in the *Eveing News* on June 8th for a Van Diver/Stores Asistant.

I am aged 20 and I have driving for 2 years. I have a clean license. My work experience since leaving Park End School is:

Age 16-18: YTS Painting and Decerating (Abbey Training)

Age 19-20: Part-time Ice-cream Salesman/Driver (Toni's Ices)

I was was made redundant 3 weeks ago, so I coud start imediately I am not on the telephone but you can leave a message with my sister, Mrs. V. Fisher, on 770011.

Your faithfully,

Pat Mossis

### VAN DRIVER/ STORES ASSISTANT

Must be age 20-40, have good knowledge of Cumbria and surrounding areas and clean driving licence. Please apply in writing stating age, previous experience etc. to: P & R. McKay Ltd., Motor Factors, Millfield Road, Carlisle CA2 0UE