

S1 Proof reading exercise

There is no more than one mistake in every line. Correct the mistakes according to the symbols shown below. Discuss the answers with your teacher after doing each task.

△ = missing word x = extra word
✓ = no mistake ____ = wrong word

- 1 Simon's parents moved to here from India.
- 2 He was born on Hong Kong and he speaks
- 3 perfect Chinese. He like computer games,
- 4 table tennis and watching TV. He is a
- 5 normal Hong Kong boy. He just look
- 6 different. At new school the other students
- 7 stay away for him. They don't like him
- 8 because he is come from a foreign country.
- 9 Sometimes the other children hit him if he
- 10 doesn't give to them money. They push
- 11 him to the floor during recess. They telling
- 12 him that he smells. They sometime steal
- 13 his bag and throw his books in bin. He is
- 14 too scare of the other students. He feels
- 15 very alone and doesn't know what do.



Keyboarding Proofreading Exercises

A. M. Drummond, Anne Coles-Mogford

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author names.

Keyboarding Proofreading Exercises:

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Instructor Software User's Guide Gregg College Keyboarding & Document Processing ,2006 Instructor Wraparound Edition Gregg College Keyboarding & Document Processing ,2006 Keyboarding/typewriting for Personal Applications Berle Haggblade, John A. Kushner, 1993 **Keyboarding and Applications Student Activity Book** Chiri, 1993

Proofreading and Editing Precision Ellis Jones, David Kane, 1994 This comprehensive activity oriented text is designed to sharpen proofreading and editing skills It provides a thorough review of the rules governing language arts Computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life **Keyboarding and Formatting Essentials, Lessons 1-60** Susie H. VanHuss, Connie Forde, Donna Woo, 2004 Master basic document formatting and keyboarding with KEYBOARDING AND FORMATTING ESSENTIALS LESSONS 1 60 This easy to use keyboarding text teaches you the alphabetic keyboard document formatting and word processing skills using MS Word 2002 or Word 2003 Improve your proofreading skills as you go and use the skillbuilders to enhance your keyboard mastery *Gregg College Typing Series 6 -Im* Ober, 1989-06

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