

Name _____


Proofreading Practice Activity 5

Directions: Proofread and correct the mistakes in this activity. Then key the paragraph correctly. Save as U: PP5. Print one copy.


Q This paragraph is to ~~help~~^{help} you with your proofreading skills. Can ^{you} find all off the mis takes in this paragraph? It is important for you too ~~to~~^{to} know how to proofread well. If you ~~do not~~^{do not} proofread your grade will reflect you're work. In Computer Applications class you due ~~a lot~~^{a lot} of proofreading. It is essential to open ~~your~~^{state} eyes and read carefully. When you try to rush the activity you may miss a crucial misaake. I hope that ou were able ~~to~~^{to} find all of the mistakes in this paragraph. There were sevral ~~of~~^{of}

PROOFREADER'S MARKS

Insert 


Insert a comma 

Add a space 

Move 

Close-up 

Spell out 

Transpose
(change order) 

Check spelling 

Capitalize 

Underline 


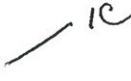
Let it stand
(no change) 

Move up 

Insert a period 

Move down 

Delete a space 

Bold 
lowercase 

Paragraph
(begin new) 

Move to the left 

Move to the right 

Center 

Delete 