

Sunset Junior High

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November 19, 2003

Computer Tech Students
Junior High
Business Department
Room 235

Proofreading Letter 4—Errors
Instructions: This letter contains several errors. Proofread this letter applying the appropriate proofreading marks to show needed changes. When finished, turn it in to your teacher for grading.

Dear Students

This letter purposely contains errors. It is provided to you so that you can practice your proofreading skills. While proofreading, please apply proofreading marks to indicate that an error exists and correction is needed.

When you finish applying proofreading marks, this letter is to be turned in to your teacher for grading. However, it would be advisable for you to have a fellow student check it over for you to see if you have missed any mistakes. ¶Your keyboarding teacher, Mrs. Schuster, Mrs. Sumsion, Mrs. Sneed, Mrs. Nicholas, Or Mr. Crawford will be very pleased if you turn in a perfect paper. Of course, you should also be proud of yourself if your paper is error free.

once your teacher has finished grading your proofreading marks you will be expected to key it in block letter format. The teacher will give you a paper with letterhead to use. After keying the letter you graded will be on how accurately you have incorporated the changes indicated by the proofreading marks.

Good luck and read carefully. We are all looking forward to your successful completion of this project.

Sincerely,

The Keyboarding Teachers

pdc