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Proofreading

Proofreading is reading what has been written before it is put into final form to mark and correct any errors in punctuation, grammar or spelling. Certain symbols are used by professionals to mark the errors.

Commonly used symbols

	Change to a capital		Word is misspelled
	Change to a lowercase letter		Insert at this point
	Add punctuation as shown		Start a new paragraph
	Transpose; reverse words or letters		Divide
	Delete a letter, word or phrase		Bring together

Read the following article; notice the proofreading symbols. After a careful reading, copy it on another sheet of paper, making the corrections indicated.

Proofreading is reading what has been written before it is put into final form to make necessary corrections.

Our Week

What would you do if your school principal decided that for one week every student ^{sp. could/} (could) study whatever he wanted? Our school ^{did} this semester ^{tr.} last and it was wonderful. This wasn't a ^{sp. spur/moment/} (spun) the ^{moment} thing; we ^{students/} ^{began/planning} (bagan) ^{planning} it in the fall. First ^{students/} (students) ^{activities/} listed (activities) they wanted in school. Then people were chosen to lead these ^{activities/} (activities). Some were ^{students/} (students) ^{and} some were teachers. The object of all of this was to prove most boys and girls ^{would/} (wood) like school if they ^{could/} (could) take meaningful ^{could/courses/} (corse) during our week we ^{could/} (could) dress as we wanted, we ^{could/} (could) do what we wanted. some spent the day ^{rehearsing/} (rehersing) a play. Others ^{prepared/} (prepsared) for a track and field day while some read books and magazines in the library. The most popular classes were Judo, Karate, Ecology ^{and} sign ^{language/} (language) ^{especially/} (espically) Students (espically) liked several classes that met ^{of} the air port and hospitals to study matters ^{related/} (realted) to those places. this was not only a fun ^{week/} (weas) but ^{also} our week enriched our learning.

Begin your revision here. _____

continue...

Edit (alone or with a partner):

- Exchange papers and reread your revised article. Did you or your partner correct all of the marked errors?
- Remark to correct any new errors you may have made.

