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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



## Proofreading is <br> reading what <br> bas been written <br> before it is put <br> into final form <br> to make necessary <br> corrections．

Begin your revision here． $\qquad$
$\qquad$
$\qquad$
$\qquad$

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．

## You，The Proofreader

Use proofreading symbols to mark the corrections needed to make this composition correct．

## Commonly used symbols

$\underset{\equiv}{\text { a }} \quad$ Change to a capital
A．Change to a lowercase letter
ベA Add punctuation as shown
tr．Linto gol Transpose；reverse words or letters
ar Delete a letter，word or phrase

nature is orderly to the extent that we can predict the behavior of things．Gravity，for instance，is a constiant force，and we always know how it will affect things However when many forces work together we cannot always perdict their combined or synergetic effect If we plant aseed and it fails to grow we dont know whether it is due to insuffishent water sunlight，or chemicals in the soil，or an imbalence between any number of other variables． A botanist might know，and this case，nature would seem orderly tohim，whereas to amateur gardener，it would seem largely a matterof chance In other words，one way of looking this question is that we are not rilly talkin about nature but our perception of it？＂Order＂and ＂chaos＂concepts invented and used exclusively by humens．

Begin your revision of the article．
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continue．．．

## Edit：

－Exchange papers and rewrite the article as edited by your partner．Do not change or revise anything other than what is indicated by the proofreading symbols．
－Exchange papers again and reread the revised edition．Did you find all the errors in the original paragraph？

## Words With Prefixes

A prefix is a letter or group of letters added at the beginning of a word. When you add a prefix to a word, you form a new word.

Example: Would you rather be an overachiever or underachiever at school? Before the lesson we took a pretest. After the lesson we took a posttest.

Write at least three words that begin with each prefix.

1. pre (before)
pre
pre
pre $\qquad$
2. post (after)
post $\qquad$
post
post $\qquad$
3. over
over $\qquad$
over $\qquad$
over $\qquad$
4. under
under $\qquad$
under $\qquad$
under $\qquad$
5. un (not or opposite)
un
un $\qquad$
un $\qquad$
6. in (not or opposite)
in $\qquad$
in
in
7. dis (not or opposite)
dis $\qquad$
$\qquad$
dis $\qquad$
8. inter (between, among)
inter $\qquad$
inter $\qquad$
inter $\qquad$
9. auto (self)
auto
auto
auto
10. bi (two, twice)
bi
bi $\qquad$
bi
11. super (extra, better)
super $\qquad$
super $\qquad$
super $\qquad$
12. semi (half, partly)
semi $\qquad$
semi $\qquad$
semi $\qquad$

Write a paragraph or two about some of the things that are happening in your school. Use at least ten of the prefix words you have listed above.
$\qquad$
$\qquad$
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## Edit:

- Check to see if you used the prefix words correctly.
- Make sure each sentence has a subject and predicate.
- Check for correct punctuation and capitalization.

