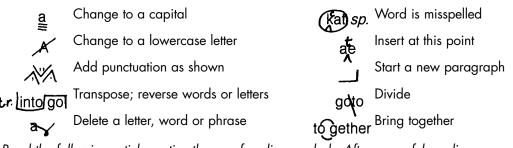
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# **Proofreading**

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



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  sp. could/ every student cood study whatever he wanted Our school this semester or last and it was wonderful. This wasn't aspure the original triangle of the students o	t/
	t/
	•
school. Then people were chosen to lead these activity Some were activities/	
students/ students/some were teachers. The object of all of this was to prove most	
boys and girls wood like school if they cood take meaningful corses during could/course	s/
could// our week we cood dress as we wanted we cood do what we wanted some	•
rehearsing/ spent the day rehersing a play. Others prespared for a track and field day prepared/	
while some read books and magazines in the library. The most popular	
classes were Judo, Karate, Ecology sign (linguage). Students espicilly liked language/	
several classes that me <b>i</b> the air port andhospitals to study matter <b>ধ্বিয়া</b> ted) related/	
to thoseplaces. this was not only a fun weak, but our week enriched our week	
learning.	
Begin your revision here.	
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.

# You, The Proofreader

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

Change to a lowercase letter  Add punctuation as shown  Transpose; reverse words or letters  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 wher 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 amateu 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.	Commonl	y used symbols			
Add punctuation as shown  Delete a letter, word or phrase  Delete a constiant force, and we always know how it will affect things. Gravity, for instance, is a constiant force, and we always know how it will affect things However wher 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 amateu 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.	a ≣	Change to a capital	(kat) sp.	Word is misspelled	
Delete a letter, word or phrase  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 wher 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.	A	Change to a lowercase letter	ate	Insert at this point	
Delete a letter, word or phrase  together Bring together  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 amateu 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.	AV/A	Add punctuation as shown	<u> </u>	Start a new paragraph	
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 amateu 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.	tr linto gol	Transpose; reverse words or letters	g <b>ò</b> ţo	Divide	
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 amateu 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.	ã <b>√</b>	Delete a letter, word or phrase	to gethe	<b>r</b> Bring together	
	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 amateu 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.				

### **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?

continue...

## **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 **over**achiever or **under**achiever at school? Before the lesson we took a **pre**test. After the lesson we took a **post**test.

Write at least three words that begin with each prefix. 1. pre (before) 5. un (not or opposite) 9. auto (self) auto\_\_\_\_ pre\_\_\_\_ auto\_\_\_\_ pre\_\_\_\_ un\_\_\_\_ un auto\_\_\_\_ pre\_\_\_ 2. post (after) 6. in (not or opposite) 10. bi (two, twice) bi\_\_\_\_\_ post\_\_\_\_ post\_\_\_\_ post 3. over 7. dis (not or opposite) 11. super (extra, better) over super\_\_\_\_ over\_\_\_\_ dis\_\_\_\_\_ super\_\_\_\_ over super 12. semi (half, partly) 8. inter (between, among) 4. under under inter semi under\_\_\_\_ inter\_\_\_\_ semi\_\_\_\_ under inter semi 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. continue... A prefix is a letter or group of letters added at the beginning of a word.

#### 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.