

Proofreading

Read the following rough draft of a student's essay, and then answer questions that follow. Choose the best way to revise each underlined part.

Blackie Bear

When I was little, I had a big stuffed animal bear that my father won¹ at the State Fair for me. When my dad first gave me the bear, it was bigger then me², with a big mouth and two huge oval eyes. I took him to bed with me almost every³ night. Because I lacked imagineation⁴ for naming things as a child, I asked my mom to help me we called⁵ him Blackie because he was all black except for his eyes and mouth.

I will never forgot that day when⁶ my mom and dad said we could have a picnic; they let me bring⁷ Blackie. After I ate my peanut butter and jelly sandwich, I asked if I could give Blackie some. They must have thought I was going to feed him imaginary food. When they said that I could, I poured milk down the front of him and spread peanut butter on his hand. My mother thought it was funny and started to laugh, and dad just looked⁸ at me kind of strangely. Because I was only three, they didn't get mad at me.

Lesson 1

Proofreading: Blackie Bear

1. How should you correct number 1?
 - A. change **that** to **which**
 - B. change **that** to **who**
 - C. change **won** to **one**
 - D. There is no error.

2. How should you correct number 2?
 - A. change **then me** to **then, me**
 - B. change **then me** to **than I**
 - C. change **then me** to **then I**
 - D. There is no error.

Lesson 2

Proofreading: Blackie Bear

1. How should you correct number 3?
 - A. change **almost** to **allmost**
 - B. change **almost** to **all most**
 - C. change **every** to **each**
 - D. There is no error.

2. How should you correct number 4?
 - A. change **imagineation** to **imagination**
 - B. change **imagineation** to **imigination**
 - C. change **imagineation** to **imagination**
 - D. There is no error.

Lesson 3

Proofreading: Blackie Bear

1. How should you correct number 5?
 - A. change **me we called** to **me, we called**
 - B. change **me we called** to **me. We called**
 - C. change **me we called** to **me: we called**
 - D. There is no error.

2. How should you correct number 6?
 - A. change **forget that day when** to **forget that day: when**
 - B. change **forget that day when** to **forget, that day when**
 - C. change **forget that day when** to **forget; that day when**
 - D. There is no error.

Lesson 4

Proofreading: Blackie Bear

1. How should you correct number 7?
 - A. change **bring** to **brought**
 - B. change **bring** to **take**
 - C. change **bring** to **have taken**
 - D. There is no error.

2. How should you correct number 8?
 - A. change **dad just looked** to **Dad just looked**
 - B. change **dad just looked** to **dad just looks**
 - C. change **dad just looked** to **dad, just looking**
 - D. There is no error.

Proofreading

Read the following rough draft of a student’s letter, and then answer questions that follow. Choose the best way to revise each underlined part.

January 5, 2001

Gulf Coast Shrimp co

1

1240 Harbor Road

New Iberia, Louisiana 70530

Dear Sirs:

2

Last week I purchased a package of shrimp produced by your
3
company. They contained seven pieces of clam shells and several globs of
4
what I can only describe as sludge. My children and me could have broken
5
our teeth on these shells or gotten food poisoning from the sludge.

Not only was the manager of the store where I bought the shrimp
rude to me, she also ignored my complaints. Then refused to refund my
6
money. She suggested that I contact you.

Please send me a refund for the full amount I paid for the shrimp.
My reciept is enclosed I look forward to hearing from you.
7 8

Sincerely yours,

Theodore Lind

Lesson 5

Proofreading: Shrimp

1. How should you correct the error in number 1?
 - A. change **Gulf Coast Shrimp co** to **Gulf Coast shrimp co**
 - B. change **Gulf Coast Shrimp co** to **Gulf Coast Shrimp Co.**
 - C. change **Gulf Coast Shrimp co** to **Gulf Coast shrimp Co**
 - D. There is no error.

2. How should you correct the error in number 2?
 - A. change **Dear Sirs:** to **Dear Sirs,**
 - B. change **Dear Sirs:** to **dear sirs,**
 - C. change **Dear Sirs:** to **Dear sirs:**
 - D. There is no error.

Lesson 6

Proofreading: Shrimp

1. How should you correct the error in number 3?
 - A. change **I purchased** to **i purchased**
 - B. change **I purchased** to **I purchased**
 - C. change **I purchased** to **i purchased**
 - D. There is no error.

2. How should you correct the error in number 4?
 - A. change **company. They contained** to **company, they contained**
 - B. change **company. They contained** to **Company. They contained**
 - C. change **company. They contained** to **company. It contained**
 - D. There is no error.

Lesson 7

Proofreading: Shrimp

1. How should you correct the error in number 5?
 - A. change **My children and me** to **my children and me**
 - B. change **My children and me** to **My children and I**
 - C. change **My children and me** to **My children and myself**
 - E. There is no error.

2. How should you correct the error in number 6?
 - A. change **complaints. Then** to **complaints, then**
 - B. change **complaints. Then** to **complaints then**
 - C. change **complaints. Then** to **complaints and then**
 - D. There is no error.

Lesson 8

Proofreading: Gulf Coast Shrimp Company

1. How should you correct the error in number 7?
 - A. change **reciept** to **receipt**
 - B. change **reciept** to **receit**
 - C. change **reciept** to **receipt**
 - D. There is no error.

2. How should you correct the error in number 8?
 - A. change **enclosed I** to **enclosed, I**
 - B. change **enclosed I** to **enclosed, and I**
 - C. change **enclosed I** to **enclosed, although**
 - D. There is no error.

Proofreading

Read the following rough draft of a student’s essay, and then answer questions that follow. Choose the best way to revise each underlined part.

My Dad as a Teenager

If I could go back in time and spend a day with any person, I would most like to spend it with my dad when he was a teenager. The things he has told me he and his buddies did sound like alot of fun. If I could spend a day with my dad as a teenager, we could play baseball in the park across from his house, be working on his '61 Corvette, or just hang out at the local restaurant. This is what I imagined we did on this perfect day.

First, we invited a bunch of guys down to the park to play baseball. The national pastime. Can't you hear the sweet sound of a baseball smacking a wooden bat? It sounds nothing like the "ping" of today's aluminum bats. Even though the game had to end because of the hot noonday sun, the day with my dad continued.

After we ate lunch we headed out to his storage garage where my dad and a friend worked on their cars. Their project for the day was re-tuning the carburetor of the Corvette and getting everything to run smooth, and in the process, my dad taught me about tune-ups.

That night we took his Corvette down to the local hang out. There we met all of my dad's friends who drove their cars. Some guys kept their hoods open, others raced their prize possessions. Around 11 P.M., everyone started to head home. Despite the day's ending too soon, my memory of this day will last forever, just hanging out and having fun with my dad.

Lesson 9

Proofreading: My Dad as a Teenager

1. How should you correct number 1?
 - A. change **like alot of** to **as alot of**
 - B. change **like alot of** to **like allot of**
 - C. change **like alot of** to **like a lot of**
 - D. There is no error.

2. How should you correct number 2?
 - A. change **be working on** to **work on**
 - B. change **be working on** to **having been worked on**
 - C. change **be working on** to **working on**
 - D. There is no error.

Lesson 10

Proofreading: My Dad as a Teenager

1. How should you correct number 3?
 - A. change **baseball. The** to **baseball; the**
 - B. change **baseball. The** to **baseball, the**
 - C. change **baseball. The** to **baseball, but**
 - D. There is no error.

2. How should you correct number 4?
 - A. change **of today's** to **of todays**
 - B. change **of today's** to **of todays'**
 - C. change **of today's** to **in today's**
 - D. There is no error.

Lesson 11

Proofreading: My Dad as a Teenager

1. How should you correct number 5?
 - A. change **lunch we** to **lunch; we**
 - B. change **lunch we** to **lunch, we**
 - C. change **lunch we** to **lunch. We**
 - D. There is no error.

2. How should you correct number 6?
 - A. change **run smooth, and** to **run smooth and**
 - B. change **run smooth, and** to **run smooth—and**
 - C. change **run smooth, and** to **run smoothly, and**
 - D. There is no error.

Lesson 12

Proofreading: My Dad as a Teenager

1. How should you correct number 7?
 - A. change **we took** to **we had taken**
 - B. change **we took** to **we take**
 - C. change **we took** to **we would have taken**
 - D. There is no error.

2. How should you correct the error in number 8?
 - A. change **open, others** to **open: other**
 - B. change **open, others** to **open; others**
 - C. change **open, others** to **open, another**
 - D. There is no error.