

## Proofreading

The following letter is in rough-draft form. Read the letter, and then choose the best way to revise each underlined part of the letter. If the part is correct the way it is written, choose answer D, “no error.”

February 5, 2001

Best Bag Company  
1250 Harbor Road  
New London, CT 06141

Dear Sir or Madam:

I am returning the two book bags I ordered from your company last month.

These bags are not made very good so I do not want to except them. Each of the bags  
1 2  
are badly sewn, and the material is very flimsy. They aren't sturdy enough to carry  
3  
my books for very long because their made so poorly. Also, your book bags were  
4  
advertised as waterproof, but my books got wet when I was caught in the rain.

Your ad didn't say nothing about a money-back guarantee but I am requesting  
5 6  
a refund. Please send a check in the amount of \$49.90 to myself at the address on the  
7  
enclosed receipt. Otherwise, please advise me if your company cannot honor  
8  
my request. Thank you for your attention.

Yours truly,

Maria Escobar

**Lesson 1**

**Proofreading: Best Bag Company**

1.
  - A. very good, so
  - B. very good, therefore
  - C. very well, so
  - D. no error
  
2.
  - A. except them
  - B. accept it
  - C. accept them
  - D. no error

**Lesson 2**

**Proofreading: Best Bag Company**

3.

- A. are badly sewed
- B. is badly sewn
- C. is badly sewed
- D. no error

4.

- A. they're
- B. there
- C. they's
- D. no error

**Lesson 3**

**Proofreading: “Best Bag Company”**

5.

- A. not say anything
- B. did’nt say nothing
- C. said nothing
- D. no error

6.

- A. guarantee; therefore
- B. guarantee, but
- C. guarantee however
- D. no error

**Lesson 4**

**Proofreading: “Best Bag Company”**

7.

- A. me myself
- B. me
- C. I
- D. no error

8.

- A. Otherwise, please advice
- B. Otherwise please advice
- C. Or please advice
- D. no error

<b>Proofreading</b>
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The following is a first draft of a student essay. The writer has asked you to help revise it. Read the essay carefully, and choose the best way to revise each underlined part. If the part is correct the way it is written, choose answer D, “no error.”

### The First Day of Summer

The last day of school came in a flourish of crumpled papers and disheveled desks. While sad good-byes were being said among my third-grade classmates. My mind was far from the classroom. I imagined myself sitting on a branch of my favorite climbing tree, reading, and I would watch a bird walking within a foot of me as I followed its clipped movements with my eyes.

The last glittery star stickers was placed on cheeks and hands, and the last pictures were drawn. I exited the school building into the bright light of the June sun thinking, “Tomorrow is the first day of summer!”

As I skipped all the way home, my lunch box bouncing off my thigh. The rest of the afternoon was filled with excitement and anticipation. That night thoughts of my favorite season filled my head until I was finally able to drift off to sleep.

The next morning I awoke early, sprang from my bed, and dressed hastily. Not breakfast, not my parents pleas, not even the ominous rumbling slowed my determination to get outside. Forceful, I threw open the door, smashing it into the wall, and dashed out into the first summer thunderstorm. The curtain of rain was so thick I couldn’t see the house across the street. The rain hit my face and mingled with my tears.

Slowly, with a heavy heart and led feet, I turned to reenter my house. I saw my parents standing in the hallway. At about the same time I became aware of the gaping hole in the wall that I had created with the door. Miserably, I awaited their chastisement. Instead, I felt their arms enclose my skinny little body in a gentle embrace. “I understand,” my dad whispered, “Today wasn’t what you expected.” They understood. My parents missed the first day of summer almost as much as myself.

**Lesson 5**

**Proofreading: “The First Day of Summer”**

1.

- A. classmates: My
- B. classmates, my
- C. classmates; my
- D. no error

2.

- A. I would be watching
- B. I did watch
- C. watching
- D. no error

**Lesson 6**

**Proofreading: “The First Day of Summer”**

3.

- A. sticker were
- B. stickers will be
- C. stickers were
- D. no error

4.

- A. will bounce
- B. bounced
- C. will be bouncing
- D. no error

**Lesson 7**

**Proofreading: “The First Day of Summer”**

5.

- A. parent’s
- B. parents’
- C. parent
- D. no error

6.

- A. Forcing, I threw
- B. Forcefully, I threw
- C. Forful, I was throwing
- D. no error

**Lesson 8**

**Proofreading: “The First Day of Summer”**

7.

- A. lead feet
- B. lead foot
- C. led feat
- D. no error

8.

- A. as me
- B. as there child
- C. as I
- D. no error

**Proofreading**

**Read the following rough draft of a student’s letter, and then choose the best way to revise each underlined part. If the part is correct as written, choose answer D, “no error.”**

15 Main Street  
Springvale, LA 70800  
March 15, 2003

Mr. Joseph Chopin  
87 South Street  
Baton Rouge, LA 70804

Dear Mr. Chopin:

1

I am writing to thank you for your assistance in my obtaining the summer internship at the National Wildlife Society. This summer internship will be a powerful learning experience for me, it will also be enjoyable. I appreciate your recommendation and believe it helped me get the internship. I will be working for your friend who I met during the science fair.

4

Though I have wanted to be an environmentalist all of my life, I am looking forward to working for the NWS. I am not incapable of spending long hours researching animals and plants. I am especially looking forward to the time we will spend in the field recording the movements of the different animals. Although I am a little hesitant about the crocodiles. This will be an important experience that will prepare me for college courses in biology, ecology, and studying chemistry.

5

6

7

8

Thank you for assisting me in getting this position.

Sincerely,

Mary Jo Connelly

**Lesson 9**

**Proofreading: National Wildlife Society**

1.

- A. Mr Chopin
- B. Mr. Chopin;
- C. Mr. Chopin,
- D. no error

2.

- A. me, it would
- B. me: it will
- C. me; it will
- D. no error

**Lesson 10**

**Proofreading: National Wildlife Society**

3.

- A. you're recommendation
- B. your reccommendation
- C. his recommendation
- D. no error

4.

- A. that I meet
- B. whom I met
- C. whom I meet
- D. no error

**Lesson 11**

**Proofreading: National Wildlife Society**

5.

- A. Therefore I have wanted
- B. Since I do want
- C. Since I have wanted
- D. no error

6.

- A. I am incapable of
- B. I am not capable of
- C. I am capable of
- D. no error

**Lesson 12**

**Proofreading: National Wildlife Society**

7.

- A. Although, I am
- B. However, I am
- C. Since I am
- D. no error

8.

- A. ecology, and chemistry
- B. ecology and studying chemistry
- C. studying ecology, and learning chemistry
- D. no error

## Proofreading

**A student has written a rough draft of an article for publication in a school’s newspaper to express views on censorship. Read the article, and then choose the best way to revise it.**

### Censorship Is Harmful

What should be taught in our schools? What should students be permitted and required and forbidden to learn and to read? Should school boards and community leaders <sup>1</sup> be given the power to dictate the material that reaches the students? This type of power could only be detramental to our youth. These questions raise the question of censorship.

<sup>2</sup> Censorship would greatly limit the range of a student’s knowledge. How can we expect America’s young people to grow into adults and future leaders if <sup>3</sup> they have gone through the public school system wearing blinders? For example, some schools have banned books such as *The Catcher in the Rye* and *The Diary of Anne Frank*. The school boards that banned these books did not consider the valuable lessons that these stories teach about life and history.

As censorship becomes more widespread, many teachers also fall victim. Their jobs are made even more difficult by having to worry about discussing anything controversial in the classroom. In addition to this fear of controversy <sup>4</sup> there is also the fear of legal action that some school boards have taken against teachers. If this type of behavior continues, what will be left for students to study?

Then there are those who believe we should only be concerned with materials that are religiously objectionable. In parts of our nation, some public school systems try to exert religious influences upon their children. It is easy to understand parents concerns about religious influence. However, this concern should not lead to censorship. <sup>5</sup> Personally, I have been fortunate enough to live in a school district that has not yet been poisoned by censorship. I am able to learn about ancient religions in my history class, but I can choose to sit in the school library and read books on religions other than my own.<sup>6</sup> I am sorry to know that many students throughout our country are not granted this freedom.

Supporters of censorship tend to loose sight of the real issue at hand. That issue is finding the best possible way to educate our <sup>7</sup> children because they are our country’s future. There are great risks in not allowing America’s young people to explore ideas, values, and beliefs from a variety of sources.

I have one additional comment to make on the issue of censorship, if we allow it to begin, <sup>8</sup> where will it finally end?

**Lesson 13**

**Proofreading: “Censorship Is Harmful”**

1.
  - A. be permitted and be required and forbidden
  - B. be permitted and required and be forbidden
  - C. be permitted, required, and forbidden
  - D. no error
  
2.
  - A. detrimental
  - B. detremental
  - C. detrementle
  - D. no error

## Lesson 14

### Proofreading: “Censorship Is Harmful”

3.

- A. students’
- B. students
- C. students's
- D. no error

4.

- A. addition,
- B. fear,
- C. controversy,
- D. no error

**Lesson 15**

**Proofreading: “Censorship Is Harmful”**

5.

- A. parents’
- B. parent’s
- C. parents's
- D. no error

6.

- A. class; furthermore,
- B. class but
- C. class. But
- D. no error

**Lesson 16**

**Proofreading: “Censorship Is Harmful”**

7.

- A. loosed
- B. lose
- C. site
- D. no error

8.

- A. have made
- B. with
- C. censorship. If
- D. no error

## Proofreading

**The principal and teachers at a school are particularly concerned about why the dropout rate is increasing, and they have asked students for their opinions on why this is happening. Read the following rough draft of a letter to the school board carefully, and then answer the questions that follow.**

Dear Members of the School Board:

1

I hope that this letter will give you some insight into the rise in the junior high and high school dropout rate which is being studied closely by many people across the country. I believe our dropout problem needs to be taken care of soon; it is effecting our nation significantly.

2

3

Students drop out of school for many reasons. Sometimes, students drop out because their families are having some sort of difficulty. Some students leave school to get a full-time job they need to help support their families. Others, who may just want to be independent, work during school hours to earn enough money to live on their own. The increased divorce rate also affects some children negatively. Divorce is a very traumatic experience for them. Many times their grades suffer, and they eventually drop out.

4

5

Some districts and schools have teachers who don't care yet I get the feeling that some teachers don't give one hundred percent because their students aren't giving one hundred percent. This isn't helping the problem! Students and teachers must work together to keep young people interested in they're studies. Teachers must understand that they can make a difference.

6

7

There are several ways to deal with this growing problem. Students who find it uncomfortable talking to their parents should talk to their teachers and school counselors. For those who think it's "cool" to drop out of school, they're wrong. A good education can lead to a decent job and a more satisfying life. I hope I have made clear to you some important reasons that students drop out of school before they graduate.

8

Sincerely,  
Bill Jones

**Lesson 17**

**Proofreading: School Board Letter**

1.

- A. members
- B. school board
- C. Board;
- D. no error

2.

- A. dropout rate; which
- B. dropout rate, which
- C. studied close
- D. no error

**Lesson 18**

**Proofreading: School Board Letter**

3.

- A. soon it would be
- B. affecting
- C. soon, it is
- D. no error

4.

- A. job; they
- B. job, they
- C. job: they
- D. no error

**Lesson 19**

**Proofreading: School Board Letter**

5.

- A. childens
- B. negetively
- C. negatively
- D. no error

6.

- A. teachers which
- B. care, yet
- C. will not
- D. no error

**Lesson 20**

**Proofreading: School Board Letter**

7.

- A. there
- B. their
- C. studys
- D. no error

8.

- A. its
- B. dropout
- C. it was
- D. no error