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# Introduction

In considering all types of communication for today's society, the following important question still remains: Does your correspondence show careful preparation and proofreading?

*Proofreading Practice* is designed to help students become better at the art of proofreading. The material is divided into six sections. Section I consists of proofreader marks and is subdivided into six categories: paragraphing, spacing, size, punctuation, position, and insertion and deletion. Section II presents, in brief form, the rules of English that will be used, when applicable, throughout this set. Section III is concerned with punctuation errors and contains individual documents dealing with such problem areas as the comma, the exclamation point, the dash, the colon, and others. Section IV deals with capitalization errors and contains individual exercises that stress such problem areas as the salutation and complimentary closing, a phrase or sentence following a colon, the first word of every section of an outline, and others. Section V is concerned with general errors such as spelling, numerical, and typographical. Section VI is a review section that deals with several communication documents, each containing a variety of errors.

The following references were consulted during the preparation of this set: *Hodges' Harbrace College Handbook*, *English on the Job*, *English Grammar and Composition*, and *Business Communications—Principles and Methods*.

This set of proofreading materials was designed to: (1) acquaint students with proofreader marks and how to use them, (2) provide hands-on material for students after the introduction of specific English rules, and (3) review English rules and proofreading procedures.

I suggest that you introduce the proofreader marks and rules of English presented on the first four copy masters. Then review the rules of English and specific proofreader marks for each exercise as it is introduced. These are noted for each master in the next section, Teacher Guide and Answers. This will reinforce the student's knowledge of the English rules and marks. The exercises were designed to be flexible and may be used in the individual instructor's order of preference. For this reason instructors may wish to try different strategies when using the exercises contained in this set. For example, Business Education Typewriting instructors may wish to have their students type a correct copy.

On a rare occasion the stated English rule in this set may be challenged, which is why specific references are mentioned above. If a legitimate challenge is raised, please refer to the reference(s) used in your classroom for an interpretation.

Any question regarding this set should be directed to Dr. Ralph Ruby, Jr., c/o J. Weston Walch, Publisher, Box 658, Portland, Maine, 04104.

# Proofreader Marks

Proofreader marks are symbols used to identify mistakes and simultaneously state the needed correction. Listed are proofreader marks, explanations of the marks, and examples.

## Paragraphing

Mark	Explanation of the Mark	Example
¶	Begin a new paragraph	. . . exciting venture. ¶ Adjustments are minor.
No ¶	No new paragraph	. . . interpreted correctly No ¶ if you
fl	Flush left—Do not indent	fl < The purpose of

## Spacing

Mark	Explanation of the Mark	Example
⊂	Bring together	Le⊂ave no space
#	Insert a space	Take this <sub>#</sub> (or that)

## Size

Mark	Explanation of the Mark	Example
lc	Use lower-case letter	The <sup>lc</sup> small letter
≡	Use upper-case letter	<u>proofreading material</u>
all caps	Use upper-case letter	proofreading material <sup>all caps</sup>
/	Use lower-case letter	<del>P</del> roofreading <del>M</del> aterial

## Proofreader Marks (continued)

### *Punctuation*

Mark	Explanation of the Mark	Example
⊙	Place a period where indicated	I prefer artichokes ⊙ He
⊙	Place a colon where indicated	or follows ⊙ (a) one
↵	Place a comma where indicated	In addition ↵ considering that he
↵	Place a semicolon where indicated	. . . by graduation ↵ consequently she
⊙	A circle around a punctuation mark— change to a period	I prefer brevity ⊙ He will be here Monday.
=	Place a hyphen where indicated	very clear=thinking
 m	Place a dash where indicated	animals   <sub>m</sub> for example, the

### *Position*

Mark	Explanation of the Mark	Example
□	Move to the right	□ A copy of the proposed project is enclosed
□	Move to the left	□ Tomorrow is Tuesday, July 27. Therefore we
□	Lower (letters or words)	A) On occ <sup>a</sup> sion a letter B) Some <sub>times</sub> an entire work
□	Raise (letters or words)	A) Instead of <sub>a</sub> flying B) The pattern <sub>was</sub> not turned
<i>tr n</i>	Transpose (letters or words)	In his <sub>u</sub> sh he forgot

### *Insertion and Deletion*

Mark	Explanation of the Mark	Example
^	Add, insert	research studies . . . professional ^ organization and
↵	Take out	<del>I would</del> before progressing
<i>stet</i>	Leave as originally stated	<del>Vocational</del> Business Education

# Rules of English

<b>Punctuation Errors</b>	
<p><b>Apostrophe</b></p> <p>Use an apostrophe:</p> <ul style="list-style-type: none"> <li>A. for contractions</li> <li>B. to indicate the possessive form of nouns</li> <li>C. to indicate the plural form of words referred to as words</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">’</span> </div>
<p><b>Colon</b></p> <p>Use a colon after:</p> <ul style="list-style-type: none"> <li>A. an introductory clause that introduces an enlargement of the meaning expressed in the introductory clause</li> <li>B. each of the introductory words in the heading of a memo</li> <li>C. an introductory statement containing the word <i>following</i></li> </ul>	<div style="text-align: center; border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">:</span> </div>
<p><b>Comma</b></p> <p>Use a comma:</p> <ul style="list-style-type: none"> <li>A. to separate city and state in an address</li> <li>B. to separate the day from the year</li> <li>C. after the complimentary closing when using mixed punctuation</li> <li>D. to separate numbers of four or more digits</li> <li>E. to set off phrases in apposition</li> <li>F. to separate a dependent clause at the beginning of a sentence</li> <li>G. to set off introductory and transition words</li> <li>H. for clarity</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">,</span> </div>
<p><b>Dash</b></p> <p>Use a dash:</p> <ul style="list-style-type: none"> <li>A. prior to a summarizing statement</li> <li>B. to set off an independent interpolation that is a clause</li> <li>C. to set off a long appositive</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">—</span> </div>
<p><b>Diagonal line</b></p> <p>Use a diagonal line:</p> <ul style="list-style-type: none"> <li>A. to indicate the end of a line when quoting poetry</li> <li>B. when typing certain abbreviations</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">/</span> </div>
<p><b>Exclamation Point</b></p> <p>Use an exclamation point:</p> <ul style="list-style-type: none"> <li>A. after an interjection and the complete sentence when both are exclamatory</li> <li>B. to express strong emotion</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">!</span> </div>	
<p><b>Hyphen</b></p> <p>Use a hyphen:</p> <ul style="list-style-type: none"> <li>A. to indicate a division of a word at the end of a line</li> <li>B. to show the omission of the word <i>to</i></li> <li>C. to suspend the first part of a hyphenated compound</li> <li>D. in compounds containing prepositions</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">-</span> </div>	
<p><b>Parentheses</b></p> <p>Use parentheses to:</p> <ul style="list-style-type: none"> <li>A. set off a group of words having no definite bearing on the main thought</li> <li>B. enclose dates indicating a period of time</li> <li>C. enclose numbers expressed in figures for clarification</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">()</span> </div>	
<p><b>Period</b></p> <p>Use a period:</p> <ul style="list-style-type: none"> <li>A. at the end of a complete sentence</li> <li>B. after an abbreviation</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">.</span> </div>	
<p><b>Question Mark</b></p> <p>Use a question mark:</p> <ul style="list-style-type: none"> <li>A. after a direct question</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">?</span> </div>	
<p><b>Quotation Marks</b></p> <p>Use quotation marks to enclose:</p> <ul style="list-style-type: none"> <li>A. words used in a special sense</li> <li>B. technical words</li> <li>C. titles of articles</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">“”</span> </div>	
<p><b>Semicolon</b></p> <p>Use a semicolon:</p> <ul style="list-style-type: none"> <li>A. between series of lengthy phrases</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">;</span> </div>	
<p><b>Underscore</b></p> <p>Use an underscore:</p> <ul style="list-style-type: none"> <li>A. for emphasis</li> </ul>	
<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">_</span> </div>	

## Rules of English (continued)

<b>Capitalization Errors</b>	<b>Capitalize the following directions:</b>
<p><b>Capitalize the first word:</b></p> <ul style="list-style-type: none"> <li>A. of every sentence</li> <li>B. of every direct quotation</li> <li>C. of an independent question within a sentence</li> <li>D. of a phrase or sentence following a colon when:               <ul style="list-style-type: none"> <li>1. the subject matter is formal</li> <li>2. the following material is a direct quotation</li> </ul> </li> <li>E. and all nouns in the salutation</li> <li>F. and all nouns in the complimentary closing</li> <li>G. in every section of an outline</li> </ul>	<ul style="list-style-type: none"> <li>A. East</li> <li>B. West</li> <li>C. North</li> <li>D. South</li> </ul> <p>. . . when they refer to definite sections of the United States or the world or are used with other proper names.</p>
<p><b>Capitalize the names of:</b></p> <ul style="list-style-type: none"> <li>A. associations</li> <li>B. astronomical bodies</li> <li>C. books</li> <li>D. hotels, train stations, trains, airlines, airports, and restaurants</li> <li>E. business products</li> <li>F. the days of the week</li> <li>G. the months of the year</li> <li>H. the divisions of the Bible, and books of the Bible</li> <li>I. schools</li> <li>J. cities, towns, and villages</li> <li>K. government offices</li> <li>L. historical periods, wars, and holidays</li> <li>M. administrative bodies</li> <li>N. courses of instruction</li> </ul>	<p style="text-align: center;"><b>General Errors:</b></p> <ul style="list-style-type: none"> <li>A. Typographical errors—errors made by mistake in typing an exercise</li> <li>B. Numbers—as a general rule:               <ul style="list-style-type: none"> <li>1. spell out indefinite amounts</li> <li>2. spell out numbers less than one hundred except dates for regular correspondence</li> <li>3. numbers over one hundred are written in figures</li> </ul> </li> <li>C. Paragraph—each paragraph represents one complete thought</li> <li>D. Spelling—words <i>commonly</i> misspelled</li> </ul>

Name: \_\_\_\_\_ Date: \_\_\_\_\_

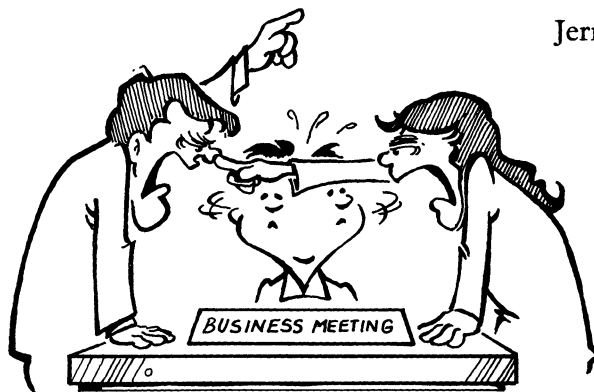
## Apostrophe

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader mark(s).

### FUTURE BUSINESS LEADERS OF AMERICA MANN HIGH SCHOOL

**Agenda for Meeting, May 1, 19--  
Mann High School Library, 4:00 P.M.**

- |   |                 |
|---|-----------------|
| 1. Call to Order  | Jerry Abbott    |
| 2. Roll Call  | Don Bramlett    |
| 3. Minutes of April Meeting   | Don Bramlett    |
| 4. Report of Officers   |                 |
| a. Treasurers   | Gary Lunsford   |
| b. Vice Presidents  | Albert Cressman |
| 5. New Business   | Jerry Abbott    |
| a. Election of new delegates is scheduled for our next meeting.   |                 |
| b. The state test results from last year indicate that our chapter was weak spelling proper possessive plurals. Ex: mens—ladies. Also its important to avoid too many <i>ands</i> in the written communications test. |                 |
| 6. Adjournment  | Jerry Abbott    |



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Colon

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader mark(s).

TO Distributors

FROM: Consumer Products Division

DATE: March 18, 19--

SUBJECT Promotion

The following items are important points for consideration

Job progress lies in one direction: Thorough training and the ability to adapt to ever-changing needs will invariably encourage advancement.

You are in a powerful role: You represent a multimillion-dollar company that is the leader in the field of home-care products.

We offer eighty-three products under eight general care areas Personal, Furniture, Floor, Rug and Carpet, General Home, Odor Control, Insect Control, and Car.

Note that we plan to open three new areas in the next year: Laundry Care, Wall and Ceiling Care, and Basement Playroom Care.

Distributors must have a complete knowledge of all products Classes to demonstrate and learn about new products will meet monthly.

The following will increase your regular sales; Complete knowledge of all products, completion of the sales promotion seminar program, and, of course, hard work and dedication.

The goal of becoming a gold-level distributor lies ahead; Mastering the product line, determination, and our strong leadership can assure your place among the select.

BP

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Comma**

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader marks(s).

<b>ELCO FUEL OIL COMPANY</b>	<b>Telephone</b>	<b>DAYS</b>	<b>212 555-2314</b>
<b>1002 Energy Lane</b>		<b>NIGHTS</b>	<b>212 555-2333</b>
<b>Satsop, WA</b>		<b>EMERGENCY</b>	<b>212 555-2222</b>

<b>COAL • COMMERCIAL OIL • HOME HEATING OIL • KEROSENE</b>
--

August 9 19--

Mr. Charles K. Bruce  
Ideal Toy Company  
49 Harding Avenue  
Satsop WA 98583

Dear Mr. Bruce:

You are correct in estimating that you use over 9000 gallons of No. 2 fuel oil each year to heat your building. The cost is high; we agree.

Perhaps you should consider converting to No. 5 fuel oil and a Duncan Heavy-Oil Burner. By so doing; you could save up to 7 cents on each gallon. Actually; though the heavier oil costs less per gallon than the lighter oil it gives 15% more heat. Furthermore; the Duncan Burner is efficient and dependable. Last year over 10000 burners were converted to take advantage of the savings.

The enclosed circular shows the yearly savings on some typical installations that we have recently converted. If you are interested we shall be glad to show you any of these installations and to arrange a meeting with the satisfied purchaser.

Sincerely

Edward J. Warren  
Sales Manager

FD

Enclosure

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Dash**

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader mark(s).

**PARKHILL SAVINGS BANK**  
1372 Rollins Drive  
Springfield, VT 05156  
Telephone 555 333-9009

June 15, 19--

Mr. Thomas Raynor  
264 Brandon Street  
Springfield, VT 05156

Dear Mr. Raynor:

Permit me to extend a friendly greeting to you as a member of our large family of depositors. We appreciate your patronage and trust that you will make use of the various services that the Parkhill Savings Bank offers.

I wish particularly to bring to your attention one of our newer facilities “over-the-counter” SAVINGS BANK LIFE INSURANCE. Few people are aware that life insurance can be coupled with a long-range savings account. This type of insurance believe it or not provides unusual policy benefits, yet the net cost is low because no selling commissions are paid.

On your next visit to our bank, why not make inquiry at the Life Insurance desk about the type of insurance best suited to your needs? We don’t want you—or any of our customers—to lose your home, your land holdings, your personal investments all your lifetime acquirements because of negligence on our part. I am sure you will be pleasantly surprised to learn of the many advantages of SAVINGS BANK INSURANCE.

Please accept my cordial good wishes. We shall look forward to serving you for a long time to come.

Sincerely yours,

Howard Dunnigan  
President

WO

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Diagonal Line

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader mark(s).

---

### MEMO

---

TO: All Employees  
 FROM: Fred Simpson, President  
 DATE: January 26, 19--  
 SUBJECT: Correspondence

In dating future correspondence, please remember the following; "Thirty days hath September, April, June, and November, February hath twenty-eight alone, And all the rest have thirty-one."

All mail for Howard Brown should be sent to John Johnson, c o Station WCBQ, Independence, IA.

JT



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Exclamation Point

**Directions:** The business communications document below has several errors. Please proofread the document very carefully and correct all errors using the proper proofreader marks(s).

### BIG 10 STORES

**Bald Knob, Jonesboro, Newburgh, Walden, and Warwick**

CUSTOMER'S NAME  
STREET ADDRESS  
CITY, STATE ZIP CODE

Dear LAST NAME:

To help FIRNAME get the most out of HIS/HER money we are having a special "Products Give-A-Way" on Thursday evening, October 16th. Oh, what bargains are in store for you Every item in the store will be specially marked, and certain items will be red-tagged for Super Savings Enclosed you will find five coupons that you may use to receive additional savings on any item you choose. Save those coupons You won't want to miss a single opportunity to increase your shopping value and further your savings.

In order to prepare ourselves for this spectacular event, we will be closed from 1:00 to 6:00 P.M. on October 15. If you have any questions about the event, don't hesitate to call. Our switchboard operators will be prepared to answer any and all inquiries.

We are looking forward to the pleasure of your presence at our "Products Give-A-Way." Don't forget October 16, and don't forget your coupons

See you there

MANAGER'S NAME  
Store Manager

**SERVING OUR CUSTOMERS BETTER**