ENGLISH, LITERACY, AND COMMUNICATION

Editing and proofreading

Difficulty level: Intermediate

English, Literacy, and Communication

This document was made by AI and there may be mistakes. If a question or answer looks wrong, use the Flag a mistake button to let Brett know so he can fix it.

Overview of the concept

This is how you catch mistakes in your own writing before anyone else sees them. A job application or an important email with a typo in it tells the reader you did not care enough to check. Reading it through once, slowly, catches most errors, and reading it aloud catches the ones your eyes skip over. It is the last step before you send anything that matters.



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Worked examples

EXAMPLE 1

Q Proofread this sentence: 'The dogs barks loudly.' What is the error?

SOLUTION

Read slowly, word by word: The, dogs, barks, loudly.

Check agreement: 'dogs' is plural, but 'barks' is singular.

So the error is: subject-verb agreement. Fixed: The dogs bark loudly.

EXAMPLE 2

Q Proofread this sentence: 'I went too the store.' What is the error?

SOLUTION

Read slowly, word by word: I, went, too, the, store.

Check each word's meaning: 'too' means 'also', but 'to' is needed for direction.

So the error is: wrong word (too for to). Fixed: I went to the store.

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Practice questions

1 Proofread: 'She have a bike.' What is the error?

- A Capitalization: should be 'I'
- B Agreement: should be 'has'
- C A period
- D Plural: should be 'cats'

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2 Proofread: 'Their going home.' What is the error?

- A Wrong word: should be 'They're'
- B Agreement: should be 'has'
- C Apostrophe: should be 'It's'
- D Verb form: should be 'ran'

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3 Proofread: 'The cat sat on the mat' (no end mark). What is missing?

- A A comma
- B A capital letter
- C A period
- D An apostrophe

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4 Proofread: 'i like apples.' What is the error?

- A Agreement: should be 'has'
- B A period
- C Plural: should be 'cats'
- D Capitalization: should be 'I'

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5 Proofread: 'He runned fast.' What is the error?

A Wrong word: should be 'They're'

B Verb form: should be 'ran'

C Apostrophe: should be 'It's'

D Agreement: should be 'are'

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6 Proofread: 'We saw two cat.' What is the error?

A Plural: should be 'cats'

B Verb form: should be 'ran'

C Capitalization: should be 'I'

D A period

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7 Proofread: 'Its a sunny day.' (meaning it is). What is the error?

A Wrong word: should be 'They're'

B Agreement: should be 'is'

C Apostrophe: should be 'It's'

D Plural: should be 'cats'

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8 Proofread: 'She dont like rain.' What is the error?

A Agreement: should be 'has'

B A period

C Capitalization: should be 'I'

D Apostrophe and verb: should be 'doesn't'

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9 Proofread: 'The book are on the shelf.' What is the error?

- A Agreement: should be 'are'
- B Agreement: should be 'is'
- C Plural: should be 'cats'
- D Verb form: should be 'ran'

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10 Proofread: 'Tom and Sam is friends.' What is the error?

- A Agreement: should be 'are'
- B Agreement: should be 'is'
- C Apostrophe: should be 'It's'
- D Wrong word: should be 'They're'

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ANSWER KEY

1. Agreement: should be 'has'
2. Wrong word: should be 'They're'
3. A period
4. Capitalization: should be 'I'
5. Verb form: should be 'ran'
6. Plural: should be 'cats'
7. Apostrophe: should be 'It's'
8. Apostrophe and verb: should be 'doesn't'
9. Agreement: should be 'is'
10. Agreement: should be 'are'

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