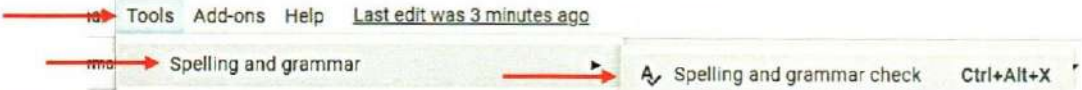


## Proofreading Marks Assignment #1

### Instructions:

1. Watch the instructional video
2. Open the attached Google Doc
3. **Type all 10 sentences**, making all **corrections** as indicated by the pink proofreading marks
  - a. Hit Enter twice after each sentence (that is called double spacing)
4. **Type the paragraph**
  - a. Paragraphs start with a tab
  - b. Do not hit Enter until the END of the paragraph, after the word "impression," (this is called using word-wrap, allowing your text to "wrap" across the screen and down as you type)
5. Run Spell check, click on Tools, Spelling and grammar, then Spelling and grammar check
  - a. Make sure you check the words that you are correcting, don't just click Accept
  - b. Remember, spell check doesn't catch every mistake, so read it over and look for mistakes, too
  - c. This should be an error-free document when you are done!
6. Submit assignment

### Rough Draft (Edited Copy)

1. Study the proofreaders' marks shown below.
2. Key each sentence twice SS; DS between 2-line groups. Make all editing (handwritten) changes.

- ^ = insert  
# = add space  
~ = transpose  
/ = delete  
( ) = close up  
≡ = capitalize

- 1 A <sup>rough</sup> first draft is a <sup>is</sup> preliminary or <sup>revision</sup> tentative one.
- 2 It is where the <sup>writer</sup> creator gets his <sup>per</sup> thoughts on paper.
- 3 After the <sup>rough</sup> draft is created, it will be <sup>edited</sup> looked over.
- 4 <sup>Editing</sup> Reviewing is the step where a <sup>writer</sup> person refines <sup>the</sup> copy.
- 5 Proofreaders' marks are used <sup>to</sup> edit the <sup>rough</sup> original <sup>draft</sup> copy.
- 6 The <sup>i</sup> editing changes will be <sup>a</sup> then be made to the <sup>original</sup> copy.
- 7 After the change <sup>a</sup> have been made, <sup>a</sup> read the copy again.
- 8 <sup>more</sup> changes <sup>still</sup> may need to be made to the copy.
- 9 Editing <sup>and</sup> proofreading does <sup>a</sup> take <sup>a</sup> lot of time and effort.
- 10 <sup>a</sup> error <sup>message</sup> free copy is worth the trouble, <sup>a</sup> how <sup>a</sup> ever.

### Rough draft

When a <sup>positive</sup> negative image of the <sup>a</sup> person who wrote the <sup>more</sup> the message is formed the message is <sup>second</sup> less likely to succeed. <sup>first</sup> remember, you never get a <sup>#</sup> another chance to make a good impression.

**Lesson 11 – Proofreading Marks****Pg 23-24**

1. A rough draft is a preliminary or tentative revision.
2. It is where the writer gets his/her thoughts on paper.
3. After the rough draft is created, it will be edited.
4. Editing is the step where a writer refines the copy.
5. Proofreaders' marks are used to edit the rough draft.
6. The editing changes will then be made to the original.
7. After the changes have been made, read the copy again.
8. More changes may still need to be made to the copy.
9. Editing and proofreading do take time and effort.
10. An error-free message is worth the trouble, however.

When a positive image of the person who wrote the message is formed, the message is more likely to succeed. Remember, you never get a second chance to make a good first impression.