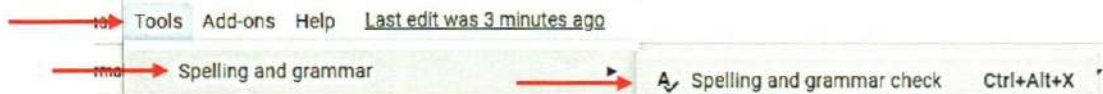


Proofreading Marks Assignment #2

Instructions:

1. Watch the instructional video
2. Open the attached Google Doc
3. Type sentences 7-12, and sentences 7-9, making all **corrections** as indicated by the pink proofreading marks
 - a. Hit Enter twice after each sentence (that is called double spacing)
4. 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!



5. Submit assignment

Script and Rough-Draft Copy

Key each line twice.

- ≡ = capitalize
- ^ = insert
- ~ = transpose
- ## = delete space
- # = add space
- lo = lowercase
- = close up

Rough draft

- 7 cap the first word an^d all proper nouns in ^{each} ~~every~~ sentence.
- 8 For example: pablo Mendez is from San juan, Puerto rico.
- 9 Ami Qwan and ^{her} parents will return to Taipei ^{fall} ~~this summer~~.
- 10 our coffee ^{comes} ~~is~~ from ^{Brazil} ~~Columbia~~; tea, from ^{England} ~~china~~.
- 11 How many of you have ^{by} ~~Ethnic~~ origins in ^a ~~for~~ eign country?
- 12 ^{Do} ~~did~~ you know which of ^{our} ~~the~~ states ~~once were~~ part of ~~mexico~~?


Rough draft

- 7 ^{Runners} ~~Numbers~~ 180, 190, ⁴⁹⁵ ~~and~~ 5077 were schedule^d for August 15.
- 8 ^{her} ~~her~~ telephone number was change^d to 807-194-5009 on July 1⁰.
- 9 Re^{view} ~~view~~ Rules 1-⁹ on pages 89-90 and ~~rules~~ 15-19 ~~no~~ page 174.

Key

Proofreading Marks

PG 32-33

1. 7. Cap the first word and all proper nouns in each sentence.
 2. 8. For example:  Pablo Mendez is from San Juan, Puerto Rico.
 3. 9. Ami Qwan and her parents will return to Taipei this fall.
 4. 10. Our coffee comes from Brazil; tea, from England or China.
 5. 11. How many of you have ethnic origins in a foreign country?
 6. 12. Do you know which of our states were once part of Mexico?
-
1. 7. Runners 180, 190, 495, and 507 were scheduled for August 15.
 2. 8. Her telephone number was changed to 708-194-5009 on July 10.
 3. 9. Review Rules 1-9 on pages 89-90 and Rules 15-19 on page 174.