

## Handy Hints - Proofreading

1. Read the instructions carefully.
2. Always read the entire sentence from the capital letter to the full stop.
3. Read the sentence 'aloud' in your mind - it helps you to spot the errors.
4. Look for the most common errors as follows:

Prepositions	
✗ The room was full <u>with</u> people.	✓ The room was full <u>of</u> people.
Articles	
✗ <u>A</u> elephant's nose is called a trunk.	✓ <u>The</u> elephant's nose is called a trunk.
Tenses	
✗ Yesterday, we <u>eat</u> lunch at home.	✓ Yesterday, we <u>ate</u> lunch at home.
Nouns	
Check plurals.	✗ <u>Pup</u> are cute.
	✓ <u>Puppies</u> are cute.
Subject Verb Agreement	
✗ Everybody <u>are</u> busy.	✓ Everybody <u>is</u> busy.
Part of Speech - Word form	
✗ Peter sang <u>happy</u> (verb needed).	✓ Peter sang <u>happily</u> .
Pronouns	
✗ David hurt <u>herself</u> .	✓ David hurt <u>himself</u> .
Meaning (sense)	
✗ I <u>love</u> carrots. They taste bad.	✓ I <u>hate</u> carrots. They taste bad.
Spelling	
✗ James is <u>writting</u> a composition.	✓ James is <u>writing</u> a composition.

## Exercise 9

Underline the errors in the following text and write the corrections on the line. If the line is correct, write ✓ on the line. If you need to add a word, show the position with ^ and write the word on the line. If you need to delete a word, write it and cross it out on the answer line. There is no more than one mistake in each line.

<u>Dream</u>	
Last night, I have a wonderful dream. I had my	1. _____
very own magic tree house where was invisible to	2. _____
everybody except me. I stand at the bottom of the	3. _____
tree and wispered a secret word. A ladder then	4. _____
appeared and I climb up.	5. _____
The tree house was a place where I could goes	6. _____
to escape from life. I spent hour reading, painting	7. _____
and dreaming about places. When I wake up, I	8. _____
felt sad that it was only dream. Then I had an	9. _____
idea - I could ask my mother or dad to build me a	10. _____
real tree house	



## Exercise 9 - Answers

Underline the errors in the following text and write the corrections on the line. If the line is correct, write ✓ on the line. If you need to add a word, show the position with ^ and write the word on the line. If you need to delete a word, write it and cross it out on the answer line. There is no more than one mistake in each line.

<u>Dream</u>	
Last night, I <u>have</u> a wonderful dream. I had my	1. <u>had</u>
very own magic tree house <u>where</u> was invisible	2. <u>which/that</u>
to everybody except me. I <u>stand</u> at the bottom of	3. <u>stood</u>
the tree and <u>wispered</u> a secret word. A ladder	4. <u>whispered</u>
then appeared and I <u>climb</u> up.	5. <u>climbed</u>
The tree house was a place where I could <u>goes</u>	6. <u>go</u>
to escape from life. I spent <u>hour</u> reading, painting	7. <u>hours</u>
and dreaming about places. When I woke up, I	8. <u>✓</u>
felt sad that it was only <u>a</u> dream. Then I had an	9. <u>a</u>
idea - I could <u>asked</u> my mum or dad to build me	10. <u>ask</u>
a real tree house!	

