

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

## Exercise 1

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.

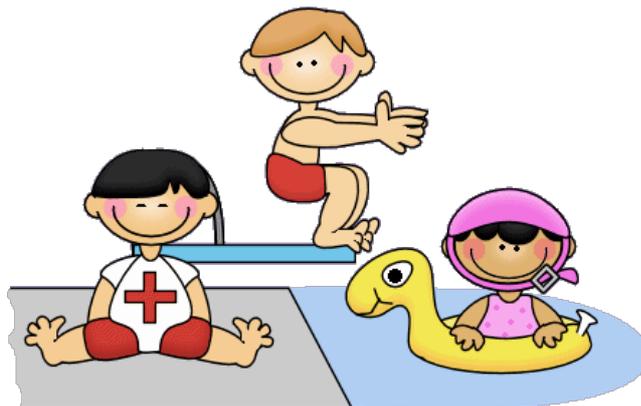
### Learn to Swim!

All children should learn how to swim in a young age. The reason for this is it can saves lives. Each year, some children died after falling into ponds, rivers, streams swimming pools, just because they did learn how to swim.

Most local pools in Hong Kong offer swimming lessons. Children can begin taking lessons from as young as four years old. Classes can happen in small group with a few students or one-to-one.

Some children learn very quick, while others need more time to build over confidence in the water. If you are can't swim and want to protect yourself, now is the best time to learn! Why not visit your local pool find out more about swimming classes? It could save you're life one day!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_



## Exercise 1 - answers

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1. from/at

2. save

3. die

4. and

5. no

6. offer

7. ✓

8. be

9. groups

10. quickly

11. up

12. are

13. the

14. ✓

15. your

