

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

<u>Hong Kong Halloween</u>	
October 31st is the best day of the year for much children on Hong Kong. There are two main attractions in Halloween for children. The first is that children can dressed up as any character they can possibly dreamed of.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Every year in this night you can see children dressed up as princess, vampires and even witches! You also see children in superhero costumes such like Iron Man and Batman.	6. _____ 7. _____ 8. _____ 9. _____
The second reason that children loves Halloween is that they can come trick or treating. The better of costumes, the more candies children can get when they go around apartment blocks. Sometimes kids with scary costumes come home with more sweets that they could ever eat!	10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____



Exercise 1 - 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.

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1. many

2. in

3. at

4. dress

5. dream

6. on

7. princesses

8. ✓

9. such/as

10. love

11. go

12. the

13. to

14. ✓

15. than

