

Introduction to the Elite Drills for Skills series

Proofreading is a key skill for students. These exercises train students to improve their grammar in all areas by learning to spot and correct careless errors.

Instructions:

1. Print off the exercise pages.
2. Check the work against the answers.

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>An</b> European woman lives next door.	✓ <b>A</b> European woman lives next door.
Tenses	
✗ By the time we arrived, the train <b>has</b> left.	✓ By the time we arrived, the train <b>had</b> left.
Plurals	
Check plurals.	✗ <b>Pup</b> are cute.
	✓ <b>Puppies</b> are cute.
Subject Verb Agreement	
✗ Every body <b>are</b> busy.	✓ Everybody <b>is</b> busy.
Parts of Speech - Word form	
✗ <b>Uncanny</b> , the door creaked open.	✓ <b>Uncannily</b> , the door creaked open.
Pronouns	
✗ David hurt <b>herself</b> .	✓ David hurt <b>himself</b> .
Meaning (sense)	
✗ I <b>adore</b> carrots. They taste gross.	✓ I <b>detest</b> carrots. They taste gross.
Spelling	
✗ James is <b>writting</b> a composition.	✓ James is <b>writing</b> a composition.

Instructions

Correct the errors in the following passages. Every line has ONE mistake or is correct. Changes to punctuation should not be made. Do NOT make any unnecessary changes. Corrections MUST be done EXACTLY as follows:

<b>Wrong word:</b>	
Underline the wrong word and write the correct word in the space provided.	
e.g. David has always been <u>truth</u> and honest.	<u>truthful</u>
<b>Missing word:</b>	
Mark the position of the missing word with a ^ and write the missing word in the space provided.	
e.g. David ^ always been truthful and honest.	<u>has</u>
<b>Extra word:</b>	
Cross out the extra word and write the extra word in the space provided.	
e.g. David has <del>ways</del> been <del>the</del> truthful and honest.	<u>like</u>
<b>Correct answer:</b>	
Put a "✓" in the space provided.	
e.g. David has always been truthful and honest.	<input checked="" type="checkbox"/>

ALWAYS READ THE INSTRUCTIONS VERY CAREFULLY AS THEY MAY VARY IN EXAMS. FOR EXAMPLE, YOU MAY BE ASKED TO CROSS OUT A WORD USING AN 'X'.

Exercise 5

**Teens and Pocket Money**

There is no doubt that teens represent big dollar to cash hungry companies. But a recent report shows that spending habits of teens could easily put their parents for debt.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The fact is that parents often pressured by their children to give them lavish allowance in order for them to keep up with the latest trends technology such as smartphones or other devices, not to mention fashion.

- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

In the UK, the majority of teenagers there receive the equivalent of over HK\$1500 per month pocket money. Girls are especially affected as they are more likely to become shopaholics, always splashing out on clothes and cosmetics.

- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Critics are saying that these high allowances can sometimes be the result of parents feeling guiltiness about spending too much time at work and thinking they can make up for it by giving their children material goods. However, they point to that teenagers do not learn how to manage their moneys well and may find real life difficult when they no long have their parents to rely.

- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_

Exercise 5 - answers

**Teens and Pocket Money**

There is no doubt that teens represent big dollar to cash hungry companies. But a recent report shows that <sup>^</sup> spending habits of teens could easily put their parents for debt.

1. dollars

2. the

3. into

The fact is that parents <sup>^</sup> often pressured by their children to give them lavish allowance in order for them to keep up with the latest trends <sup>^</sup> technology such as smartphones or other devices, not to mention fashion.

4. are

5. allowances

In the UK, the majority of teenagers there receive the equivalent of over HK\$1500 per month in pocket money. Girls are especially affected as they <sup>^</sup> are likely to become shopaholics, always splashing out on clothes and cosmetics.

7. there

8. ✓

9. likely

10. on

Critics are saying that these high allowances can sometimes <sup>^</sup> the result of parents feeling guiltiness about spending too much time at work and thinking they can make up for it by giving their children material goods. However, they point to that teenagers do not learn how to manage their moneys well and may find real life difficult when they no long have their parents to rely <sup>^</sup>.

11. be

12. guilty

13. ✓

14. out

15. money

16. longer

17. on