



Proofreading Skills

Developed By J. M. Llobet, Ph.D.

Name (Please Print)			SCORE
Last	First	M.I.	
Social Security Number		Date / /	

Below is a brief letter. Within the letter are errors of spelling, punctuation and grammar. Read the letter and **circle** as many errors as you can find. A sample sentence similar to those found in the letter is presented to the right.

Sample Sentence:

The employees were satisfied with **them** work.

You will have **3 minutes** to identify and circle the errors within the letter.

Stop. Do not begin until you are instructed to do so.

Dear Valude Employees:

Your work to build and maintane a "fanatical s...ion
 resulted in a resounding sucess for compans...es and its a...
 I has been very impress...oop... and...ica...
 especially betwe... You...e all...ed, to...e thi...
 on a t...it, e... and...oth-f... company.

...n no...e im...men...n empl...interactions with
 custo... and...gues. The fact that these...s took place during a
 busy time is something of which to be proud. Enthusiasm,
 spirit, helpfulness and willingness to make diversity work to our
 advantage is the true rewards of everyones efforts and teamwork.

I would like to take this oportunity to formerly congradulate you all for a
 job well done. Please continue with the exeptional effort you have made.
 Your hardwork and dedication are truly appreciated.

Sincerely,

Robert Newsom
 President

Sample