

PROOF-READING (1)

The following article was given to the editor of your school newspaper by a pupil in year 9. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling. Locate and correct them.

Last week, pupils from Year 9 received a warm welcome from the Urdd centre in Cardiff accomodation was fantastic and the organisers had arranged a very interesting itiniry for us.

On Tuesday February 10th we travelled to Merthyr where we visited Cyfarthfa Castle, what is a very beautiful place. We also visited the home of Joseph Parry and listened to some of his music.

On Wednesday, we went to Big Pit and ventured underground. We were guided by former miners. We had to wear helmets and lights and they showed us how the seams of coal were cutted out with pickaxes. We felt very fortunate that we have better opportunities these days but felt greatful to the men for who the work was very hard.

Its great that we were given the opportunity to participate in this trip and we would like to thank the school's senior committee who organised it for us.

PROOF-READING (1)

Answers

Last week, pupils from Year 9 received a warm welcome from the Urdd centre in Cardiff. **The accommodation** was fantastic and the organisers had arranged a very interesting **itinerary** for us.

On Tuesday February 10th, we travelled to Merthyr where we visited Cyfarthfa Castle, **which** is a very beautiful place. We also visited the home of Joseph Parry and listened to some of his music.

On Wednesday, we went to Big Pit and ventured underground **where** we were guided by former miners. We had to wear helmets and lights and they showed us how the seams of coal were **cut** out with pickaxes. We felt very fortunate that we have better opportunities these days but felt **grateful** to the men for **whom** the work was very hard.

It's great that we were given the opportunity to participate in this trip and we would like to thank the school's senior committee who organised it for us.

(GCSE English proof-reading task only requires you to locate 5 errors for 5 marks.)

PROOF-READING (2)

Select the correct word and punctuation from the options below.

Before achieving success as a bestselling ___(1)___ Roald Dahl was a flying ace in the Royal Air Force during World War II. One of his earliest flights ended in a crash landing over Libya, leaving him stranded in the desert. The incident, described by Dahl as a “monumental bash on the ___(2)___ became the ___(3)___ of his first published work in 1942.

His chilling short stories for adults earned several prestigious awards ___(4)___ his books for children became some of the best loved stories of the 20th century.

1.

- a. childrens author,
- b. childrens' author,
- c. children's author.
- d. children's author,

2.

- a. head”,
- b. head”.
- c. head”
- d. head,

3.

- a. subject
- b. option
- c. issue
- d. question

4.

- a. but
- b. , and
- c. and
- d. and,

PROOF-READING (2)

Answers

Before achieving success as a bestselling **children’s author**, Roald Dahl was a flying ace in the Royal Air Force during World War II. One of his earliest flights ended in a crash landing over Libya, leaving him stranded in the desert. The incident, described by Dahl as a “monumental bash on the **head**”, became the subject of his first published work in 1942.

His chilling short stories for adults earned several prestigious awards **and** his books for children became some of the best loved stories of the 20th century.

1.

- a. childrens author,
- b. childrens’ author,
- c. children’s author.
- d. children’s author,**

2.

- a. head”,**
- b. head”.
- c. head”
- d. head,

3.

- a. subject**
- b. option
- c. issue
- d. question

4.

- a. but
- b. , and
- c. and**
- d. and,

PROOF-READING (3)

The following text is to be posted on a school website. Identify and correct the 5 errors.

ROADWORKS

We have been informed by the Counsel that extensive road works are scheduled to take place along Llanfair Road starting on 12th October. Access to the school sight will continue for safety reasons for staff and for visitors, but it will not be possible for parents to park opposite the school for the duration of the road works. I hope that this will not effect your child's travel arrangements too seriously and I know that we can relie on your co-operation.

PROOF-READING (3)

Answers

ROADWORKS

We have been informed by the **Council** that extensive road works are scheduled to take place along Llanfair Road starting on 12th October. Access to the school **site** will continue for safety reasons, for staff and for visitors, but it will not be possible for parents to park opposite the school for the duration of the road works. I hope that this will not **affect** your child's travel arrangements too seriously and I know that we can **rely** on your co-operation.

PROOF-READING (4)

A friend is applying for a summer job and has asked you to proof-read their cover letter. There are 6 errors in the letter. Identify and correct them.

Dear Sir.

I would like to apply for the position of Summer Activity Worker at Little Ladybirds?

Last year I was involve in a school project which organised reading groups for younger children. I organised weekly sessions for the participants and worked with the school to ensue that the project ran smoothly.

This experience highlights my ability to work well with other people. I am extremely reliable and always punctual. My teachers have praise my responsible nature.

I have enclosed my CV with this letter. I hope you will consider me for the position.

Yours sincerely,

Joshua Bishop

PROOF-READING (4)

Answers

Dear Sir,

I would like to apply for the position of Summer Activity Worker at Little Ladybirds.

Last year I was **involved** in a school project which organised reading groups for younger children. I organised weekly sessions for the participants and worked with the school to **ensure** that the project ran smoothly.

This experience highlights my ability to work well with other people. I am extremely reliable and always punctual. My teachers have **praised** my responsible nature.

I have enclosed my CV with this letter. I hope you will consider me for the position.

Yours **sincerely**,

Joshua Bishop

PROOF-READING (5)

A friend has asked you to proof-read the following text for them before they publish it. There are 6 spelling and punctuation errors in the text. Identify and correct the errors.

Fundraising Evening – Dance and Auction

You are cordially invited to join us for an evening of celebration on Saturday 15th February. We will be holding a dance raffle and auction to raise much needed funds for this year's summer camp.

Last year we raised over £800 from the generous support of our guests. Let's see if we can beat that figure this year!

Tickets will be £3.50 on the door. Students, family and friends are welcome to come along and join the fun. We hope to see you there.

PROOF-READING (5)

Answers

Fundraising Evening – Dance and Auction

You're cordially invited to join us for an evening of celebration on Saturday 15th February. We will be holding a dance, raffle and auction to raise much needed funds for this **year's** summer camp.

Last year we raised over £800 from the generous support of our guests. **Let's** see if we can beat that figure this year!

Tickets will be £3.50 on the door. **Students**, family and friends are welcome to come along and join the fun. We hope to see you there.

PROOF-READING (6)

The following description was written by a pupil in year 9. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling. Locate and correct them.

Railway Station

I first saw the Train station on a miserable, wet day in London. The stairs leading down to the underground were damp and dirty from peoples' footprints. There was chewing gum underneath a bench and an old ticket stuck to it and Spray paint along it.

The smell was unbearable. it smelt like 3 month old curry and garlic mayonise. When you open your mouth you could even taste the curry.

In the corner there was some young dancer's busking for money. The sound of the music was getting quieter as I walked toward the exit.

PROOF-READING (6)

Answers

Railway Station

I first saw the train station on a **miserable**, wet day in London. The **stairs** leading down to the underground were damp and dirty from **people's** footprints. There was chewing gum underneath a bench and an old ticket stuck to it and **spray paint** along it.

The smell was unbearable. **It** smelt like 3 month old curry and garlic **mayonnaise**. When you **opened** your mouth you could even taste the curry.

In the corner there was some young **dancers** busking for money. The sound of the music was getting **quieter** as I walked towards the exit.

(GCSE English proof-reading task only requires you to locate 5 errors for 5 marks.)

PROOF-READING (7)

The following letter was written by a pupil in year 9. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling. Locate and correct them.

Dear sir,

I am sorry that I had forgot to bring my homework in on thyme. I had compleated it at Home on monday night but then I need to go and visit my gramother in Llandudno as she was unwell.

i will make sure that I bring it tomorow.

Thanks

James Bean

PROOF-READING (7)

Answers

Dear Sir,

I am sorry that I forgot to bring my homework in on time. I had completed it at home on Monday night but then I needed to go and visit my grandmother in Llandudno as she was unwell.

I will make sure that I bring it tomorrow.

Thanks

James Bean

(GCSE English proof-reading task only requires you to locate 5 errors for 5 marks.)

PROOF-READING (8)

The following article was written by a pupil in year 11 for a school magazine. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling. Locate and correct them.

Five ways to pimp you're porridge!

When people hear the word 'porridge' they think of a bowl of pale, sludgy and boring old oatmeal. But that doesn't have to be the case.

I'll admit, it doesn't sound very glamorous or exciting at first – but with a little imagination and experimentation. in the kitchen, you can kick-start your mornings with the world's healthiest and cheapest super food!

Porridge is high in fibre, and has therefore been proven to reduce risks of diabetes, lower cholesterol and help you lose weight by maintaining steady blood sugar levels throughout the day.

In addition, studies have shown that porridge can boost your energy levels, help your concentration and reduce toxins in the body.

Still not convinced? Hopefully some of my favourite porridge recipes will win you over.

PROOF-READING (8)

Answers

Five ways to pimp **your** porridge!

When people hear the word ‘porridge’ they think of a bowl of pale, sludgy and boring old oatmeal. But that **doesn’t** have to be the case.

I’ll **admit**, it doesn’t sound very glamorous or exciting at first – but with a little imagination and **experimentation in** the kitchen, you can kick-start your mornings with the **world’s** healthiest and cheapest super food!

Porridge is high in fibre, and has **therefore** been proven to reduce risks of diabetes, lower cholesterol and help you **lose** weight by maintaining steady blood sugar levels throughout the day.

In addition, **studies** have shown that porridge can boost your energy **levels**, help your concentration and reduce toxins in the body.

Still not convinced? Hopefully some of my favourite porridge recipes will win you over.

(GCSE English proof-reading task only requires you to locate 5 errors for 5 marks.)

PROOF-READING (9)

The following letter was written by an estate agent. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling. Locate and correct them.

Dear Tenants,

Are you consider renting a property, but have had a bad experience with Letting Agent's in the past? Are you looking for an Agent who will response immediately if you have a problem in your property? An Agent who is honest, trustworthy and aprochable? An Agent who will provide copy's of all paperwork for your records? An Agent who is fair and just in the event of a dispute? An Agent who will give you peace of mind and respect throughout your tendancy? Are you looking for an Agent who really cares?

Well look no further ...

We has a wealth of experience in letting and management. We, are a dedicated team who like to keep our tenants happy. We have several tenant's who have stayed with us in more than one property so we must be doing something write! Give us a call and you will find out for yourselves.

We really care!

PROOF-READING (9)

Answers

Dear Tenants,

Are you **considering** renting a property, but have had a bad experience with Letting **Agents** in the past? Are you looking for an Agent who will **respond** immediately if you have a problem in your property? An Agent who is honest, trustworthy and **approachable**? An Agent who will provide **copies** of all paperwork for your records? An Agent who is fair and just in the event of a dispute? An Agent who will give you peace of mind and respect throughout your **tenancy**? Are you looking for an Agent who really cares?

Well look no further ...

We **have** a wealth of experience in letting and management. **We are** a dedicated team who like to keep our tenants happy. We have several **tenants** who have stayed with us in more than one property so we must be doing something **right**! Give us a call and you will find out for yourselves.

We really care!

(GCSE English proof-reading task only requires you to locate 5 errors for 5 marks.)

PROOF-READING (10)

Introduction: Punctuation of direct speech

Remind yourself of the important rules when using direct speech/dialogue. You must use quotation marks (“...”) when you write down the actual words that someone has said.

The quotation marks must begin immediately before the first word spoken and end immediately after the last word spoken (and after any punctuation marks which are used – a comma, a full stop, an exclamation mark or a question mark).

Using quotation marks can be quite complicated, but if you remember the following key points, you should be able to use them accurately:

- Look carefully at the following sentence:

The girl shouted, “I’ve had quite enough of all this homework!”

Remember that the actual words spoken, and any other punctuation mark, are enclosed by the quotation marks, and that the direct speech begins with a capital letter despite the fact that there is only a comma after the word ‘shouted’.

- Sometimes the speaker is identified in the middle of whatever he or she says. Look at the following example:

“I realize that,” said the girl’s mother, “but it will improve your learning.”

Notice that because what is actually said is ONE sentence only (“I realize that but it will improve your learning.”), there is no need for the word ‘but’ to begin with a capital letter. If the speaker uses two or more sentences however, each new sentence should begin with a capital letter.

- Remember to use the correct layout for dialogue. Always use a new line for each new speaker.

Task

1. Rewrite the following inserting the correct punctuation. You will need to use quotation marks, commas, full stops, question marks and exclamation marks.

**** Notice that in this extract the dialogue has been set out correctly for you. ****

if I write N-E-W asked the teacher what does it spell
new replied a boy at the front
and if I write a K in front of it she continued
canoe shouted the smiling boy

PROOF-READING (10)

Answers

“If I write N-E-W,” asked the teacher, “what does it spell?”

“New,” replied a boy at the front.

“And if I write a K in front of it?” (*or accept a comma*) she continued.

“Canoe!” shouted the smiling boy.

PROOF-READING (11)

Introduction: Punctuation of direct speech

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- Remember to use the correct layout for dialogue. Always use a new line for each new speaker.

Task

1. Correct the following section of a story, using quotation marks and all other punctuation.

**** You might like to mark your partner’s work and then compare your findings. Discuss and solve any differences, using the rules to help you. ****

Going somewhere asked Rhian's mum curiously Yes she replied I'm going to town to do some shopping.

Have you got any money left her mother asked you must have spent all the money you had for Christmas. Most of it Rhian replied but I could always do with a bit extra if you're feeling generous. Come on Heledd Rhian shouted up the stairs to her sister. The bus will be here in five minutes.

PROOF-READING (11)

Answers

“Going somewhere?” asked Rhian’s mum curiously.

“Yes,” she replied, “I’m going to town to do some shopping.”

“Have you got any money left?” her mother asked. “You must have spent all the money you had for Christmas.”

“Most of it,” Rhian replied, “but I could always do with a bit extra if you’re feeling generous.”

“Come on, Heledd!” Rhian shouted up the stairs to her sister. “The bus will be here in five minutes.”

PROOF-READING (12)

Introduction: Punctuation of direct speech

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- Look carefully at the following sentence:

The girl shouted, “I’ve had quite enough of all this homework!”

Remember that the actual words spoken, and any other punctuation mark, are enclosed by the quotation marks, and that the direct speech begins with a capital letter despite the fact that there is only a comma after the word ‘shouted’.

- Sometimes the speaker is identified in the middle of whatever he or she says. Look at the following example:

“I realize that,” said the girl’s mother, “but it will improve your learning.”

Notice that because what is actually said is ONE sentence only (“I realize that but it will improve your learning.”), there is no need for the word ‘but’ to begin with a capital letter. If the speaker uses two or more sentences however, each new sentence should begin with a capital letter.

- Remember to use the correct layout for dialogue. Always use a new line for each new speaker.

Task

1. Correct the following section of a story, using quotation marks and all other punctuation.

**** You might like to mark your partner’s work and then compare your findings. Discuss and solve any differences, using the rules to help you. ****

Janet drank a few sips of her coffee how long have you been working here for then Amy. Far too long Amy replied it's so hard and there are so many problems in this office. What sort of problems Janet asked. Oh you know, the usual difficulties with other staff and getting the newspaper reports out in time she sighed it's very stressful are you sure you'd want to work in a place like this. Is it always as busy as this then Janet asked. Busy Amy raised her voice you don't know the meaning of the word.

PROOF-READING (12)

Answers

Janet drank a few sips of her coffee. "How long have you been working here for then Amy?"

"Far too long," Amy replied. "It's so hard and there are so many problems in this office."

"What sort of problems?" Janet asked.

"Oh you know, the usual difficulties with other staff and getting the newspaper reports out in time," she sighed. "It's very stressful. Are you sure you'd want to work in a place like this?"

"Is it always as busy as this then?" Janet asked.

"Busy!" (*or accept a question mark*) Amy raised her voice. "You don't know the meaning of the word!"

PROOF-READING (13)

Introduction: Punctuation of direct speech

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- Look carefully at the following sentence:

The girl shouted, “I’ve had quite enough of all this homework!”

Remember that the actual words spoken, and any other punctuation mark, are enclosed by the quotation marks, and that the direct speech begins with a capital letter despite the fact that there is only a comma after the word ‘shouted’.

- Sometimes the speaker is identified in the middle of whatever he or she says. Look at the following example:

“I realize that,” said the girl’s mother, “but it will improve your learning.”

Notice that because what is actually said is ONE sentence only (“I realize that but it will improve your learning.”), there is no need for the word ‘but’ to begin with a capital letter. If the speaker uses two or more sentences however, each new sentence should begin with a capital letter.

- Remember to use the correct layout for dialogue. Always use a new line for each new speaker.

Task

1. Correct the following section of a story, using quotation marks and all other punctuation.

**** You might like to mark your partner’s work and then compare your findings. Discuss and solve any differences, using the rules to help you. ****

Aled was busy cleaning the dirt off his rugby boots. How many times have I told you not to clean those boots in the lounge shouted his mother. But I'm trying to watch the match as the same time Aled replied grumpily and in any case I've put newspaper underneath. Don't speak to me like that his mother replied her voice rising with every word you're getting far too cheeky since you've been playing in that first team. Huh Aled said Gethin's mother cleans his boots for him now he's been promoted. Get out of here NOW his mother screamed.

PROOF-READING (13)

Answers

Aled was busy cleaning the dirt off his rugby boots. “How many times have I told you not to clean those boots in the lounge!” shouted his mother.

“But I’m trying to watch the match at the same time,” Aled replied grumpily, “and in any case I’ve put newspaper underneath.”

“Don’t speak to me like that!” his mother replied, her voice rising with every word.

“You’re getting far too cheeky since you’ve been playing in that first team!”

“Huh,” Aled said, “Gethin’s mother cleans his boots for him now he’s been promoted.”

“Get out of here NOW!” his mother screamed.

PROOF-READING (14)

Forming plural nouns can sometimes cause problems when writing because there are several rules for different noun endings and some plurals are irregular.

Research the rules for forming plurals, then circle the errors in the following extract from a story written by a year 7 pupil. Write the correct forms in the spaces below.

One day the Kennedies went out for a walk, taking with them their dog and its two puppys. They wanted to get away from the noise of the lorrys, car's and busess, so they headed towards the open field's. The leafs on the trees rustled in the breeze and the sun shone down on the rooves of the houses'.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PROOF-READING (14)

Answers

One day the **Kennedys** went out for a walk, taking with them their dog and its two **puppies**. They wanted to get away from the noise of the **lorries**, **cars** and **buses**, so they headed towards the open **fields**. The **leaves** on the trees rustled in the breeze and the sun shone down on the **roofs** of the **houses**.

1. Kennedys
2. puppies
3. lorries
4. cars
5. buses
6. fields
7. leaves
8. roofs
9. houses

PROOF-READING (15)

Forming plural nouns can sometimes cause problems when writing because there are several rules for different noun endings and some plurals are irregular.

Revise the rules for forming plurals, then circle the errors in the following extract from a story. Write the correct plurals in the spaces below.

As the family drew nearer to the countryside, the dog chased butterflys and the puppys yapped at some donkies which were peering through the bushes.

At last they reached the river and sat down to eat their picnic lunches. Unfortunately, as they ate some tomatos, they were attacked by a swarm of mosquitos. In their haste to get away, they were forced to leave their delicious sandwichs behind for the bird's to enjoy!

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PROOF-READING (15)

Answers

As the family drew nearer to the countryside, the dog chased **butterflies** and the **puppies** yapped at some **donkeys** which were peering through the **bushes**.

At last they reached the river and sat down to eat their picnic **lunches**. Unfortunately, as they ate some **tomatoes**, they were attacked by a swarm of **mosquitoes**. In their haste to get away, they were forced to leave their delicious **sandwiches** behind for the **birds** to enjoy!

1. butterflies
2. puppies
3. donkeys
4. bushes
5. lunches
6. tomatoes
7. mosquitoes
8. sandwiches
9. birds