

# Proofreading Power Pre-Test

1. Which is the correct proofreading mark to indicate "delete copy?"

- a.       b.       c.       d. 

2. Which is the correct proofreading mark to indicate "capitalize?"

- a.       b.       c.       d. 

Underline the words that should be capitalized in the following sentences:

- the computer repair person flew in from the east coast to repair our xerox copier.
- tia James, director of the Arkansas repertory theatre, chose the cast of my pal Joey.

Please circle and correct all the misspelled words in the following sentences:

- We received the college's quesionaire and imediatley returned it.
- The Dean delivered the unanimous decision at the beginning of the meeting of the tenure committee.

Please circle the correct word for the following sentences:

- There seems to be a conflict (among, between) managers and staff.
- The (perspective, prospective) clients will fly in tomorrow to meet with our software developers.

9. It is best to proofread on your own, since working with a partner will take too much time.

- a. True
- b. False

10. Which sentence is correct?

- a. The department will distribute its annual report tomorrow.
- b. The department will distribute their annual report tomorrow.

11. Which sentence is correct?

- a. Either the computer or typewriter are to be moved to the adjoining office.
- b. Either the computer or typewriter is to be moved to the adjoining office.

12. Which sentence is correct?

- a. The box containing all the file folders is stored in the spare room.
- b. The box containing all the file folders are stored in the spare room.

**Fix all of the errors in the paragraph below:**

The 1 problem I see is that eighty students from the university of houston college of pharmacy may want to attend 2 days of the hearings. Since this room can accomodate only thirty-odd members of the class, I suggest we videotape the herrings. The other fifty can view the selected hearings at a later thyme. Since the agency do not own the equipment to videotape the proceedings, I suggest that we contract for this service. 4 vendors are available, but two of the four bids look the most attractive. Audio Visual Productions has quoted \$350.00 for 1 eight-hour hearing, and Sound Systems has quoted \$349.50. Each vinder require 1/4 of the total amount as a deposit.



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