



Proofreading

Proofreading means checking a piece of writing for errors.

PRACTICE

Use the following proofreading marks to edit (correct) the letter below:

. = period

, = comma

' = apostrophe

a = capital letter

^ = caret/insert a word

so = spell out

sp = spelling/spelling error

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To whom it may concern:

I am writing to you about one of your products. i recently purchased one of your pens, the Super gel Writer. I think the Super Gel Writer is one of the best pens on the market. It write so smoothly and the ink doesnt smudge. This is so important because I am left-handed. With some pens, the ink dries so slow that us lefties end up smearing it all over the paper when we write. And we lefties are then stuck walking around with ink stains on hands or, even worse, on clothes! Thank u for this grate product!

You're faithful customer,

I. M. Writer

WRITE ON!

Have you ever bought a product that you thought was fantastic? Or, have you ever bought a product that was terrible? On a separate sheet of paper, write a letter to the company telling what was so great (or so awful) about the product. Share your letter with the class.