



Checking your proofreading and editing

Have a go at answering these **questions** on proofreading and editing.

1. Good writers don't need to proofread their work. True or false?
2. When is the best time to proofread your work?
 - a) at the beginning
 - b) after making rough notes
 - c) before you print it out or write the final copy
 - d) after the first draft and again when you have the final copy
3. Which of these texts needs careful proofreading?
 - a) a shopping list
 - b) a note to the milkman to cancel an order
 - c) a letter applying for a job
 - d) an email to a friend
4. Which of these should you look for when proofreading?
 - a) missing words
 - b) spelling errors
 - c) capital letters in the wrong place
 - d) all of the above
5. Which of these mistakes will a computer spellchecker not find?
 - a) a missing letter in a word
 - b) letters the wrong way round
 - c) the word **where** when you should have written **wear**
 - d) a missing word