



Using the spell-checker in IT and office documents

Task 1: Which is the correct spelling for each of the errors below?

I Was Whating	down the stre	et.	
	walking		
	waking		
	slaking		
C			9
Spelling and Grammar: E	nglish (United Kingdom)		(br
Not in Dictionary:			
n.			Hade Edit
The second secon	our place before	Â.	-
Please resrve y the event.	our place before	À	Ignore All
The second secon	our place before		Undo Edit Ignore All Add to Diction
The second secon	our place before	•	Ignore All
the event. Suggestions: reserve	our place before		Ignore Al
the event.	our place before	•	Ignore All Add to Diction

Task 2: The following text has been spell-checked but some homophones haven't been corrected. There are five errors. Correct the errors.

Thank you four your reservation. Their are seven remaining pitches. Please let us know as soon as possible if you want too book another pitch. I am sorry to say that dogs are not aloud. We have an indoor games room if the whether is bad.

© BBC 2011 BBC bbc.co.uk/skillswise