



Editing and proofreading a formal letter - answers

The mistakes in the letter are in **bold** below.

	10 Defoe Road Brandon Suffolk IP44 7UJ
10 April 2011	
Dear Mrs James	
I am writeing to let you know that my daughter Joanne will not be abel to do her detention after school next tuesday . This is becuase she has an apointment with the dentist that day.	
Is it posible to put of the detention untill the following week, when I can collect her by car from school at 5pm?	
Yours sinsereely	
Chris Johnson	

The following words are not spelled correctly: **writeing**, **abel**, **becuase**, **apointment**, **posible**, **of**, **untill**, **sincerely**.

The correct spellings are: **writing**, **able**, **because**, **appointment**, **possible**, **off**, **until**, **sincerely**.

The word **tuesday** should start with a capital letter, like this: **Tuesday**.

The word **has** is missing from the sentence beginning 'This is because...'

The last sentence is a question so should end with a question mark.

The last sentence is now a new paragraph to emphasise the request to the teacher.