



Checking your proofreading and editing - answers

Q1. Good writers don't need to proofread their work. True or false?

Correct answer: **False**

Everyone needs to proofread what they write.

Q2. When is the best time to proofread your work?

Correct answer: **d.**

It's best to proofread your work after the first draft and again when you have the final copy.

Q3. Which of these texts needs careful proofreading?

Correct answer: **c.**

A letter applying for a job needs to make a good impression and will need careful proofreading. Other types of text may be less formal and you might not need to check them as carefully.

Q4. Which of these should you look for when proofreading?

Correct answer: **d.**

Proofreading isn't just about spotting spelling mistakes. It's important to look out for problems with the meaning of the sentence. Does what you have written make sense? Also look out for missing words and check the punctuation.

Q5. Which of these mistakes will a computer spellchecker not find?

Correct answer: **c.**

A computer spellchecker won't find the word 'where' when you should have written 'wear'.