



Editing and proofreading a letter of complaint - answers

There are quite a lot of **mistakes** in this letter of complaint.

	14 Wood Lane Emscott Wardley Berkshire
21 May 2011	
The Manager Bombay Tiger Restaurant South Lea Wardley Berkshire	
Dear Sir	
I am writeing to complain about the meal I had at your restrant The Bombay Tiger in South Lea last thursday night.	
The service was vary slow and when the meal finally arrived the curry was cold. When I asked for the food to be took back and reheated the waiter was rude and shouted at me and my freinds . In fact he told me I should of ordered something different. Finally when the bill came there was a mistake on it - we was charged twice for our desert .	
If this is tipical of your usual standard of service i for one won't be comeing back in a rush! I hope to hear from you soon .	
Yours faithfully	
Stan Gooding	

The following words are wrong: **writeing**, **restrant**, **thursday**, **vary**, **took**, **freind**, **of**, **was**, **desert**, **tipical**, **comeing**.

They should be: **writing**, **restaurant**, **Thursday**, **very**, **taken**, **friends**, **have**, **were**, **dessert**, **typical**, **coming**.

Thursday should start with a capital letter as it's a name. And you should use '**should have**' not '**should of**'.

Also Stan needed to say what he wanted to happen - so he added a sentence to the last paragraph.