

NAME _____

SECTION _____

STARTING DATE OF CLASS _____

ENDING DATE _____

Use this worksheet to record your progress. Be sure that you are adding your name to any assignment that you are turning in.

This course consists of 64 contact hours. The following schedule of assignments is divided into approximate time needed to complete each assignment. Depending on your skills, you may finish each assignment faster than the time listed, or you may take longer. Based on your starting date and the days and times you choose to attend class, you must schedule yourself to work the necessary hours to complete the course by the end of the semester. You may complete the course as early as you want or use the entire semester. Below are the assignments to be completed.

You can earn “**extra credit**” if you find something in a magazine, newspaper, flyer, or correspondence that has a proofreading error on it. You may be surprised at the errors that show up! Be sure to take out, or mark out, anything that would be personal to you, such as a name or address. Attach it to a plain piece of paper and add your name to it. Be sure to mark the error.

You will be using a custom-made book for this class. It contains all of the worksheets that are assigned. Some of them are “Basic” and some are “Comprehensive.” Notice the lesson name at the top right of the worksheets. You will turn in all of the assignments in this book as directed on this Worksheet.

The worksheets should be completed in pencil, checked with a red pen, taken from the book, and then turned in to your instructor for comments and grading. Remember that you are using your *Gregg Reference Manual* as shown on the worksheets to help you understand the rules. Be sure to let your instructor know when you are ready for an exam. Be sure to add your name to any work turned in.

PROOFREADING AND EDITING WORKSHEETS

(Approximately 1 to 2 hours for each worksheet)

Basic 1 _____

PROOFREADERS’ MARKS (TEST) _____

Basic 2 _____

Basic 5 _____

Basic 3 _____

Basic 6 _____

Basic 4 _____

Basic 7 _____

BASIC 8 (TEST) _____ Complete this worksheet, turn it in to be checked, and then take the test that is exactly like this practice.

Basic 9 _____

Basic 13 _____

Basic 10 _____

Basic 14 _____

Basic 11 _____

Basic 15 _____

Basic 12 _____

BASIC 16 (TEST) _____ Complete this worksheet, turn it in to be checked, and then take the test that is exactly like this practice.

Basic 17 _____

Basic 20 _____

Basic 18 _____

Basic 21 _____

Basic 19 _____

BASIC 22 (TEST) _____ Complete this worksheet, turn it in to be checked, and then take the test that is exactly like this practice.

Basic 23 _____

FINAL SURVEY TO PREPARE FOR THE MID-TERM EXAM WHICH IS
SIMILAR TO THIS DOCUMENT

MID-TERM EXAM _____

You have now completed half of the Proofreading and Editing class. The remainder of the class will be a review of the information you learned in the first half of the course as well as some new items in grammar, punctuation, numbers, and other subjects. You will also be working on some documents that have formatting errors. There are directions for formatting documents in your *Gregg Reference Manual*. Take time to notice all of the items that are in this reference book. This is definitely a book that you will want to keep and use on the job!

You will be working with the *Proofreading at the Computer* workbook and also completing the rest of the worksheets. Be sure to complete this assignment sheet in order, carefully follow the directions, and let an instructor know when you are ready for a test.

The *Proofreading at the Computer* workbook has you open files for some of the assignments that are saved on the campus “I” drive. You will open the file and save it to a your USB or the ‘H’ drive. Complete the assignment as directed. There is not an answer key to check this work, so proofread carefully. Be sure to ask an instructor for help if you are not familiar with the “I” drive and saving files.

PROOFREADING AT THE COMPUTER

ASSIGNMENT 1: (Activities 1-1, 1-2, 1-3, 1-4, 1-5, and 1-6)

NOTE: To turn in assignments for grading from the *Proofreading at the Computer* workbook, carefully tear out the pages, put the pages in order including the printouts, and create a cover sheet. This cover sheet should include your name, the course name, and the assignment number. Staple the cover sheet to the top of the assignments and place in the appropriate place for grading.

Read pages 1-4. How many **fs** did you find in the first paragraph? You should have found 13! Go back and look again if you did not find all of them. Take note of the “Tips” section as you read through this workbook.

Activity 1-1: Key and save the document to your diskette. Name the file **Act1-1(your initials)** as the author suggests. Print out the document and turn it in as directed above.

Activity 1-2: Follow given directions.

Activity 1-3: Follow given directions.

Activity 1-4: Follow given directions.

Activity 1-5: Follow given directions.

Activity 1-6: Follow given directions.

ASSIGNMENT 2: (Activities 2-1, 2-2, 2-3, 2-4, and 2-5)

Read pages 9 and 10.

Activity 2-1: Follow given directions.

Activity 2-2: Follow given directions.

Activity 2-3: Open the file *Balloonfest*. Save a copy of this file as *Act2-3(your initials)* and print it. (Be sure and ask for help from an instructor if you need it.) Follow the directions given and make corrections to the file. Save and print.

Activity 2-4: Open the file *FBLA Release* and save it. Follow the directions given and make corrections to the file. Save and print.

Activity 2-5: Open *Greenville Phone Directory*. Use this file to mark corrections on page 16.

ASSIGNMENT 3: (Activity 3-1, 3-2, 3-3, 3-4, and 3-5)

Read pages 17 and 18.

Activity 3-1: Follow given directions. Use a calculator. You may want to write the correct answers to the right of the Balance column where there is more room.

Activity 3-2: Follow given directions.

Activity 3-3: Open *04 Monthly Receipts*. Save the file as directed and print. Mark corrections on this page and then make the corrections to the file. Save and print. Note: The “Totals” cell at the bottom right should be the same when you add the totals down and across.

Activity 3-4: Open *Registration List*. Save the file as directed and print. Make the corrections and print.

Activity 3-5: Open *Travel Expense Report 12*. Save the file as directed and print. Make the corrections and print.

PROOFREADING AND EDITING WORKSHEETS

Comprehensive 1 _____

Comprehensive 2 _____

Comprehensive 3 _____

PROOFREADING AT THE COMPUTER

ASSIGNMENT 4: (Activity 4-1, 4-2, 4-3, and 4-4)

Read pages 27 and 28.

Activity 4-1: Follow given directions.

Activity 4-2: Key the document as directed. Follow the directions to save and spell-check. Make needed corrections and turn in the printed final copy.

Activity 4-3: Follow given directions and open *Hoerning*. Open punctuation does not have a colon after the salutation and a comma after the closing.

Activity 4-4: Open *Communication Skills*. Follow given directions.

ASSIGNMENT 5: (Activity 5-4 and 5-5) Complete these assignments on your own.

Read pages 33 and 34.

Activity 5-4: Open *104275*. Follow the directions.

Activity 5-5: Open *848320*. Follow the directions.

ASSIGNMENT 6: (Activity 6-1, 6-2, 6-3, 6-4, 6-5, 6-6, and 6-7)

Read pages 41 and 42.

Activity 6-1: Follow the directions.

Activity 6-2: Follow the directions.

Activity 6-3: Follow the directions.

Activity 6-4: Follow the directions.

Activity 6-5: Follow the directions.

Activity 6-6: Follow the directions.

Activity 6-7: Follow the directions.

PROOFREADING AND EDITING WORKSHEETS

Comprehensive 4 _____

Comprehensive 5 _____

Comprehensive 6 _____

COMPREHENSIVE 7, EDITING SURVEY A (TEST) _____ Complete this worksheet, turn it in for comments and to be checked, and then take the test that is exactly like this practice.

PROOFREADING AT THE COMPUTER

ASSIGNMENT 7: (Activity 7-1, 7-2, 7-3, 7-4, 7-5, 7-9, and 7-10)

Read pages 51-52

Activity 7-1: Follow the directions.

Activity 7-2: Follow the directions.

Activity 7-3: Follow the directions.

Activity 7-4: Follow the directions.

Activity 7-5: Follow the directions.

Activity 7-9: Open *Digital Time Stamp*. Save the file as directed. Make the corrections and print.

Activity 7-10: Follow the directions.

ASSIGNMENT 8: (Activity 8-1, 8-2, 8-3, 8-4, 8-5, and 8-6)

Read pages 59 and 60.

Activity 8-1: Follow the directions.

Activity 8-2: Follow the directions.

Activity 8-3: Follow the directions.

Activity 8-4: Open *Day Out*. Save the file as directed. Make the corrections and print.

Activity 8-5: Open *Job Shadow*. Save the file as directed. Make the corrections and print.

Activity 8-6: Open *CCS Job Letter*. Save the file as directed. Make the corrections and print.

ASSIGNMENT 9: (Activity 9-1, and 9-3)

Read pages 67 and 68.

Activity 9-1: Follow the directions.

Activity 9-3: Open *Equipment Memo*. Save the file as directed. Make the corrections and print.

PROOFREADING AND EDITING WORKSHEETS

Comprehensive 8 _____

Comprehensive 9 _____

Comprehensive 10 _____

Comprehensive 26 _____

Comprehensive 27 _____

Comprehensive 28 _____

Correspondence Handouts: Ask an instructor for these documents. There are many, many errors. Proofread and mark all of them!

Worksheet A _____ Test A _____ Worksheet B _____ Test B _____

PROOFREADING AT THE COMPUTER

ASSIGNMENT 10: (Activity 10-1, 10-2, and 10-5)

Read pages 73-78.

Activity 10-1: Follow the directions.

Activity 10-2: Follow the directions.

Activity 10-5: Open *Junior Night Letter*. Save the file as directed. Make the corrections and print.

PROOFREADING AND EDITING WORKSHEETS

Comprehensive 11 _____

Comprehensive 12 _____

COMPREHENSIVE 13, EDITING SURVEY B (TEST) _____ Complete this worksheet, turn it in for comments and to be checked, and then take the test that is exactly like this practice.

Comprehensive 33 _____ **FINAL SURVEY to prepare for the final exam which is “like” this document.**

FINAL EXAM _____

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