

# Persuasive Letter: Proofreading

To be a good proofreader, look for one type of error at a time. For example, proofread once for capitalization errors, once for punctuation errors, and once for spelling errors.

## PROOFREADER'S MARKS

- |    |                      |   |                          |
|----|----------------------|---|--------------------------|
| ≡  | Capitalize.          | ↖ | Replace something.       |
| ⊙  | Add a period.        | ↔ | Transpose.               |
| ^  | Add something.       | ○ | Spell correctly.         |
| ^  | Add a comma.         | ¶ | Indent paragraph.        |
| ∩∩ | Add quotation marks. | / | Make a lowercase letter. |
| ✂  | Cut something.       |   |                          |



### DIRECTIONS

Proofread the business letter, paying special attention to capitalization and punctuation. Use the Proofreader's Marks to correct at least nine errors.

431 palm Avenue  
Normand Massachusetts 02162  
june 26, 2005

Mr. glen Scrubb  
Grime-Away cleaners  
816 Ruby Street  
Normand, massachusetts 02162

dear Mr. Scrubb

My family has used your cleaners for seven years, and your service has always been satisfactory. however, last Thursday I picked up my favorite slacks from Grime-Away and discovered a tear in the cuff. I know that the tear was not there when I brought the slacks to Grime-Away. The clerk said she could not have the tear repaired without your authorization. Please send me a note stating that you will pay four the repair.

Thank you for your help.

sincerely,

Donald Todd