

## PROOFREADING EXERCISE I

Find the errors in *grammar, punctuation, word usage, agreement, reference, parallelism, capitalization, and spelling* in the following sentences by circling the letter of the underlined word that contains the error in the blank. If the sentence is correct, circle E.

1. The clients requested information on what factors would effect the interest that they would earn on their stocks. No error.  
A B C  
D E
2. While I and most of my female friends would do just about anything to get a taste of something sweet, my brother and his friends snack on potato chips, or eliminate snacks completely in favor of a big, meat-filled meal. No error.  
A B C  
D E
3. The government, which attempt to use welfare as a means of aiding the poor, is ignoring the inherent problems in the system. No error.  
A B C D E
4. John Smythe, an American inventor discovered that plastics could be made from corn. No error.  
A B C  
D E
5. Parallel lines never meet, one line must bend before they do. No error.  
A B C D E
6. We all believe in the individuals right to freedom of religion, and it's important to allow people to practice what they believe. No error.  
A B C  
D E

7. Among the more important uses of fire that primitive man  
 A B  
 had were protection from wild animals and to prepare food. No error.  
 C D E
8. Students have a tendency to conform to other student's  
 A B C  
 behavior, rather than following their own codes of conduct. No error.  
 D E
9. Everyone who intends to take the test should bring their pencils to class tomorrow. No error.  
 A B C D E
10. Some people who want to fly around the world whenever they choose to do so. No error.  
 A B C D E
11. He wondered aloud quite a few times during the day whether it would rain? No error.  
 A B C D E
12. Some runners who can run a very fast short race cannot finish a long one. No error.  
 A B C D E
13. When working, Tom did not want to be disturbed, because he found  
 A B  
it difficult to refocus his mind. No error.  
 C D E
14. My College advisor, who is never in his huge office, criticized  
 A B C  
me for being late for an appointment. No error.  
 D E
15. The play had been performed only twice before it closed and the  
 A B C  
critics seemed glad. No error.  
 D E

16. The tallest person who ever lived was named Robert Wadlow.  
 A B C  
 he was over eight feet tall. No error.  
 D E
17. To avoid being struck by lightening, stay away from trees during a  
 A B  
thunderstorm; you should avoid tall structures in general. No error.  
 C D E
18. One of the players on both teams were not eligible to participate in the  
 A B  
game due to grades. No error.  
 C D E
19. None of the members of the comitee has been able to come up with an idea  
 A B  
that could sway the other members to change their votes. No error.  
 C D E
20. The day before my wedding, I said to my fianceé. You're young,  
 A B  
you're beautiful, and tomorrow you'll be mine." No error.  
 C D E

## PROOFREADING EXERCISE II

Label the following as either **S** for *complete sentence*, **R** for *run-on* or *comma splice*, and **F** for *fragment*.

- \_\_\_1. Waiting for the bus, Tom fell asleep.
- \_\_\_2. Running up to and crossing the finish line ahead of all the rest.
- \_\_\_3. Grab that rope!
- \_\_\_4. We went to the store and bought candy for James, who had a cold and stayed at home.
- \_\_\_5. Before purchasing a new car, make sure to negotiate the best price; otherwise you'll pay too much.
- \_\_\_6. If you do actually pay a high price for the car.
- \_\_\_7. I don't believe you because you're a liar most of the time.
- \_\_\_8. Whenever you see the cursor on your computer blinking.
- \_\_\_9. How is it possible?
- \_\_\_10. The alarm woke me at 10 in the morning I was really late this time.
- \_\_\_11. Whatever you do, be good at it.
- \_\_\_12. "There's no excuse for the behavior you displayed at the party," said my mom.
- \_\_\_13. Antoinette laughed at the joke so hard that she couldn't catch her breath.
- \_\_\_14. Anyone possibly survive that crash and have no injuries?
- \_\_\_15. Professional gamblers and gangsters who would stop at nothing.
- \_\_\_16. With all types of scientific instruments— microscopes, stethoscopes, and scales—lying around the room.
- \_\_\_17. Few people in today's society feel that way.
- \_\_\_18. .Because there are team members who will not attend practice.
- \_\_\_19. We are going to add an addition to our house, the new sidewalks will be put in at that time.
- \_\_\_20. Tom fell asleep, he was waiting for the bus.

### PROOFREADING EXERCISE III

Rewrite the following sentences to correct errors in *agreement*, *pronoun reference*, and *incorrect pronoun case*. Some sentences are correct as written.

1. Was Arnold and all his friends at the movie?
2. Give that game back to my sister and I.
3. Who were the winner of the trophy?
4. I just can't believe that you was that mad.
5. Alex played that same joke on Eileen and she.
6. Jason meet his brother yesterday.
7. Juan and his whole family goes to the store every day.
8. A list of winning essays have been posted on the Internet.
9. Plays are Doug's favorite type of reading.
10. Everybody have left because of the early curfew.
11. The crowd showed their disapproval by booing loudly.
12. Each passenger give the driver his or her location.
13. Professor Jamaal invited my classmate and I to the theater.
14. Neither Jacob nor his brothers sees the humor in that joke.
15. We will send out free tickets to Sylvia and her.
16. None of the participants in the contest were happy with the results.
17. My mother is shorter than me.
18. In his office are a flag, two desks, and a picture of the President.
19. Is Jim, Jerry, and Will ready for the inspection?
20. Can Theresa and me go out to play, dad?

### PROOFREADING EXERCISE I ANSWER KEY

1. C. The correct verb is *affect*.
2. C. There should be no punctuation before the dependent clause.
3. A. The verb should be *attempts* because government is used as a singular noun.
4. B. A comma is needed after the appositive "*an American inventor*."
5. B. The run on must be corrected.
6. A. An apostrophe must be put before the *s* to show possession.
7. D. The phrases must be parallel.
8. C. The word is possessive and should be *students'*.
9. C. *Everyone* is singular and needs a singular pronoun.
10. B. A comma is necessary to make the sentence understandable.
11. D. The sentence is not a question.
12. E.
13. B. No comma is necessary.
14. A. No capitalization is needed.
15. C. A comma is necessary to separate the clauses.
16. C. This is a comma splice and needs correction.
17. A. The word *lightning* is misspelled.
18. B. The subject of the sentence is *one*, not *players* or *teams*.
19. A. The word *committee* is misspelled.
20. B. Quotation marks are necessary to begin a direct quote.

### PROOFREADING EXERCISE II ANSWER KEY

1. S
2. F
3. S
4. S
5. S
6. F
7. S
8. F
9. S
10. R
11. S
12. S
13. S
14. F
15. F
16. F
17. S
18. F
19. R
20. R

### PROOFREADING EXERCISE III ANSWER KEY

Some sentences may be rewritten in a different manner to correct the mistake than the examples shown. We have italicized the correction in each sentence.

1. *Were* Arnold and all his friends at the movie?
2. Give that game back to my sister and *me*.
3. Who *was* the winner of the trophy?
4. I just can't believe that you *were* that mad.
5. Alex played that same joke on Eileen and *her*.
6. Jason *met* his brother yesterday.
7. Juan and his whole family *go* to the store every day.
8. A list of winning essays *has* been posted on the Internet.
9. *Correct.* Plays are Doug's favorite type of reading.
10. Everybody *has* left because of the early curfew.
11. The crowd show *its* disapproval by booing loudly.
12. Each passenger *gave* [or *gives*] the driver his or her location.
13. Professor Jamaal invited my classmate and *me* to the theater.
14. Neither Jacob nor his brothers *see* the humor in that joke.
15. *Correct.* We will send out free tickets to Sylvia and her.
16. None of the participants in the contest *was* [or *is*] happy with the results.
17. My mother is shorter than *I*.
18. *Correct.* In his office are a flag, two desks, and a picture of the President.
19. *Are* Jim, Jerry, and Will ready for the inspection?
20. Can Theresa and I go out to play, dad?