

Name: _____

Date: _____

INTERNET PROOFREADING ASSIGNMENT #1

DIRECTIONS: Proofread the following paragraphs and use the proofreader marks to correct each mistake.

Personal Business Letter

A personal businessletter is more formal than the personal letter. This type of letter is used to Write about a business-related subject

Personal business letters can be keyed in several different styles. One of the most popular today is the block style. this style is easy to key because all lines begin at the the left margin.

You'll find it helpful to be able to key personal business letters. There will be times when you will need to write to a company or a col lege to inquire for information. You'll also need to how know to write letters of aplakaytion when you for a job or to college are ready to apply. This unit will be very helpful to you.

DIRECTIONS: Draw the proofreading symbol on the line provided next to its name.

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|------------------|-------|--------------------|-------|
| 1. Double Space | _____ | 6. Delete | _____ |
| 2. Uppercase | _____ | 7. Center | _____ |
| 3. Transpose | _____ | 8. New Paragraph | _____ |
| 4. Move as Shown | _____ | 9. Lowercase | _____ |
| 5. Insert | _____ | 10. Close Up Space | _____ |