INTERNET PROOFREADING ASSIGNMENT #2

NAME _____   DATE _____

Directions: Read the following paragraphs. Identify the errors that exist and choose the
                    appropriate proofreader mark that will correct the errors.

Corrections

Over the years, the eraser has been the principal method or procedure used to correct

typewriting errors The eraser is still used to a limited extent; however, other or ways methods

used to correct errors are taking its place. For example, in many typewriting classrooms,

correction tape or paper is often used as the chief

method to correct errors. In using the tape, the typist backspaces to the point of the error. THe

tape is placed behind the ribbon, and then he or she types the error again as it it was made, with

chalk from the tape covering the error. The tape is then taken out, and the typist backspaces and

types the needed changes. In the business office, many typewriters now now have a special lift-

off tape. when an error is made, a special key is used to backspace to the point of error. The

incorrect letter or figure is taken off the paper by again striking that particular letter or figure.

The correction can then be typed immediately. This entire pro cess is simple and may take just a
fu seconds. With specialized typing equipment, errors can be corrected simply by backspacing.

Using this procedure, an error is corrected at once.The procedure is qiuck and easy.