

# Proofreading & Grammar Drills



*:: Workbook ::*

Ashan R. Hampton

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# Exercise Directions

In the majority of the exercises, your task is to **find and correct all errors**. Therefore, directions do not appear on every exercise. In addition to text errors, you should also pay attention to formatting issues, such as line spacing and font size. However, there are no extra space errors between characters, but full paragraph justification might make it appear so.

In fact, pages 32 and 46 in the book *“Proofreading Power Skills & Drills: Become an Effective Proofreader”* list the types of errors you should look for when you sit down to proofread a document—or in this case—to complete these exercises. For your convenience, those checklists have been included below and on the next page.

One more thing, the exercises reflect a variety of everyday writing styles. Nothing is incorrect due to personal style preferences, so do not attempt to rewrite the passages.

The grammar exercises are pretty self-explanatory. If no directions are given, circle the correct answer or fill in the blank. Remember, these exercises are geared toward people who already work as proofreaders or editors, and those with intermediate to advanced writing skills. If you find yourself struggling, go back and review the online classes and books previously mentioned under the “About this Book” section on page 6.

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## What Do Proofreaders Check?

- Capitalization
- Formatting
- Grammar
- Mechanics
- Numbers
- Punctuation
- Spelling and usage
- Visual images



## Proofreading Checklist

See the full list on the next page.

# Proofreading Checklist for Error Correction

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## First Review: Check Formatting

- Headings, subheadings and headlines
- Headers and footers
- Page numbers
- Font style and font size
- Spacing: between sentences, words, and around the page
- Chapter titles, book titles, article titles, author names
- Alignment: paragraphs, bullet points, numbered or alphabetical lists
- Legal or other disclaimers; copyright statements
- **Table of contents:** page numbers in TOC match chapter pages
- **Index:** consistently use lowercase or title case; page numbers for index entries match their location in the document text.



## Second Review: Images & Graphics

- Photographs
- Illustrations/cartoons
- Company/business logos
- Graphics: charts and tables
- Captions: text and alignment; accurately identifies image
- Image clarity and readability
- Wording on or around images: typos or misspellings

## Third Review: Body Text

- Grammar errors
- Spelling errors
- Typos; missing words
- Numbers, proper names, telephone numbers

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## Everyday Proofreading #4



Annie oakley was one of the best sharpshooters of all time. From 1869 to 1875, as a poor child in Ohio, Annie pays off the family's mortgage by hunting and selling wild game. In her teens, she competed against Frank Butler, a famous marksman who came to town, and beat him by 1 point european kings and queens loved to watch her perform, and she once shod a cigarette from the lips of the future Kaiser Wilhelm 2 of Germany. Years later Annie married Butler and joined the Wild Bill's Wild West Show where she was the star.