

## Study Skills: Proof Reading

Whenever you produce a piece of extended (long) writing, you should always take time to check it afterwards.

Allowing yourself 5 or 10 minutes to proof at the end of a test or exam should be part of your strategy every time.

The following letter was written by a pupil in year 7. There are 10 errors in it. The errors relate to punctuation, grammar, sentence structure and spelling.

Locate and Correct them please.



Dear sir,

I am sorry that I had forgot to bring my homework in on thyme. I had compleated it at Home on monday night but then I need to go and visit my gramother in Llandudno as she was unwell.

i will make sure that I bring it tomorow.

Thanks

James Bean



Dear Sir,

I am sorry that **I forgot** to bring my homework in on **time**. I had **completed** it at **home** on **Monday** night but then I **needed** to go and visit my **grandmother** in Llandudno as she was unwell.

**I** will make sure that I bring it **tomorrow**.

Thanks

James Bean



# Study Skills: Proof Reading

**Well done!**

**Even the best writers can make simple mistakes in exam conditions or even when working hard in the classroom.**

## **REMEMBER**

- **Check your class work before you hand it in.**
- **Allow yourself time at the end of an exam to check your work.**