

Proofreading & Grammar Drills



:: Workbook ::

Ashan R. Hampton

Proofreading & Grammar Drills *Workbook*



Ashan R. Hampton



Cornerstone Publishing
Arkansas

Copyright © 2020, All Rights Reserved, Ashan R. Hampton.

Published by Cornerstone Communications & Publishing, Little Rock, Arkansas.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the author, except for the use of brief quotations in a book review or scholarly journal and where permitted by law. Send Permission Requests to the publisher: Cornerstone Communications & Publishing, ahpublications2@hotmail.com.

Limit of Liability: Although the author and publisher made every effort to ensure that the information in this book was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss of profit or any other commercial damages, damage or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. The advice and strategies contained herein may not be suitable for all situations. Consult with a professional where appropriate. Readers should be aware that Internet websites referenced as citations or resources might change or disappear during the time of publication and retrieval.

Reproduction of these materials by an entire educational institution or any non-profit or for-profit organization is strictly forbidden.

For bulk orders and discounts, call 1-844-212-0689. Check www.lulu.com for coupon codes.

Cover Design: Ashan R. Hampton

Cover photo: © Can Stock Photo/3d_vicka; HiClipart

Interior photos: © Can Stock Photo/yupiramos, scanrail, nmarques74, ggraphstudio; Pexels, Andrea Piacquadio

Websites: www.arhampton.com
www.prowritingskills.com

Library of Congress Control Number: 2020915914

ISBN-13: 978-1-71664-564-8

Cataloging-in-Publication Data is on file with the Library of Congress.

10 9 8 7 6 5 4 3 2 1

Contents



Exercise Directions.....	9
Proofreading Checklist.....	10
Everyday Proofreading Exercises.....	11
Proofreading Everyday Business Documents.....	43
Grammar Assessment I.....	67
Answers: Grammar I.....	70
Grammar Assessment II.....	73
Answers: Grammar II.....	77
Grammar Assessment III.....	81
Answers: Grammar III.....	88
References.....	95
Error Hint List.....	96
Index.....	97

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.

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

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

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.