

## Proofreading and editing quiz

Level A

1. True or false: It's cheating to get someone else to check your work for mistakes.  
A) True  
B) False
2. Homophones often cause problems for writers. Which of these pairs of words are NOT homophones?  
A) write/right  
B) pair/pear  
C) start/begin  
D) hear/here
3. It is easy to leave out silent letters in words because you don't hear them clearly. Which of these words contains a silent letter?  
A) public  
B) station  
C) receipt  
D) clothing
4. What is the name for an ending such as -ly or -ing that can be added to a root word?  
A) suffix  
B) vowel  
C) base  
D) verb



## Proofreading and editing quiz

5. Which word is missing from the last sentence of these instructions?

### Recipe for chocolate muffins

Sift flour, sugar, baking powder and cocoa powder into a bowl.

Mix milk, oil and egg together and add to dry ingredients.

Stir well, then spoon mixture into paper cases on a baking tray and bake at Gas Mark 4 for 25 until well risen and firm to the touch.

- A) cakes
- B) minutes
- C) times
- D) hours

6. What punctuation is missing from the last sentence?

### Opening Times – Ravenhill Sports Centre

The new all weather sports centre will open for the first time on Monday 1st July.

Opening times will be:

Monday – Friday 10 am – 6 pm  
Saturdays and Sundays 10 am – 4 pm  
Bank holidays CLOSED

The centre will offer a wide range of both indoor and outdoor sports including bowls badminton golf tennis judo roller skating and squash.

- A) full stop
- B) question mark
- C) commas
- D) speech marks



## Proofreading and editing quiz

7. What is wrong with this text?

### Match report – wanderers win the cup in extra time!

Last Saturday's thrilling final saw wigton wanderers snatch victory in the dying seconds of the game. Trailing 1-0 to rochester rovers at half-time, they fought back after the break with two goals in the first twenty minutes of the second period, before dave finlay was sent off for bringing down striker ken bates in the penalty area. rovers scored from the spot to bring them level, before wigton scored again in the 90th minute to win the cup.

- A) The game was on Sunday not Saturday.
- B) All the names of people and teams should have capital letters.
- C) The winning team was Wrigton not Wigton.
- D) The words 'thrilling' and 'penalty' are spelled wrong.

8. Can you spot a mistake in the newspaper report below?

### Bestco to open new superstore in shopping centre

News was released today that leading supermarket chain Bestco is to open a new store in the Westway shopping mall, taking over an empty site that was occupied by G & M fashions until that shop closed last May. A spokesman for Bestko said that the company was looking forward to opening the new store early next summer. Around 200 jobs will be created for local people.

- A) The last sentence needs a question mark.
- B) Summer should have a capital S.
- C) Site' should be spelled 'sight'
- D) The supermarket name is spelled two different ways - Bestco and Bestko.



## Proofreading and editing quiz

9. "I'm no good at spotting my own mistakes, so what can I do?"
- A) Get a friend to check through your work.
  - B) Use a dictionary, a handheld spellchecker, or the grammar and spell check on a computer to check words you're not sure about.
  - C) Read your writing out loud to yourself.
  - D) Use all of the above methods to check your writing.
10. Only people with spelling problems need to proofread their work.
- A) True
  - B) False

## Proofreading and editing quiz

Level B

1. Which of these should you look for when proofreading?
  - A) missing words
  - B) spelling errors
  - C) capital letters in the wrong place
  - D) all of the above
  
2. This piece of text has been checked with a computer spellchecker. Which mistake has not been picked up?

Dear Parents

During the last six months there have bean several accidents involving parked cars outside the school gates. For this reason we ask all parents to please use the public car park at the end of the road when dropping off your children.

Thank you.

P. James, Head Teacher

- A) school
- B) bean
- C) private
- D) dropping

## Proofreading and editing quiz

3. Can you spot a mistake in the first sentence of this report?

The fire alarm was sounded at 11.30 a.m. on Monday 10th December and residents in ground floor rooms was asked to leave the building by the back fire exit. Residents from the upper floor left the building via the main stairs and waited in the car park while a register was taken. All residents and staff were able to re-enter the home by 11.45 a.m. and continue as normal.

- A) There is no verb in one of the sentences.
- B) 'ground floor rooms' should have capital letters.
- C) The date is incorrect.
- D) It should read 'residents in ground floor rooms were asked to leave'.

4. What is wrong with this advert?

### **Job Opportunity! Earn lots of Cash!**

Are you looking for a second income. Do you need to be able to work flexible hours to fit in with your family. Would you like to earn an extra £200 a month.

If the answer is "Yes" then give us a call and you won't regret it.

- A) It needs some extra commas.
- B) The first 3 sentences are questions and need question marks.
- C) It needs some extra apostrophes.
- D) It should read £200 a week not £200 a month.



## Proofreading and editing quiz

5. Can you spot the mistake in this notice from the local Council?

Barton Council launches its popular summer play scheme next month. New this year are 'day camps' to be held every Monday featuring a variety of crafts, sport, games and other activities. Sessions are aimed at children aged between 8 and 16 years. Book now for morning sessions starting at 9.30 pm and finishing at 1 pm or afternoon sessions from 2.30 pm to 5 pm. For more information see our Summer Special brochure.

- A) Day camps' should be in capitals.
- B) Brochure' is spelled incorrectly.
- C) The notice should read 9.30 a.m. not p.m.
- D) The day camps are on Tuesdays not Mondays.

6. Which word needs a capital letter in this letter of complaint?

*Dear Sirs*

*I am writing to complain about the pair of shoes I bought recently in your bristol store. They cost over £50 but they have fallen apart after just 3 weeks' wear.*

*I am disabled and am unable to visit the store to take them back in person, so I am sending them to you with the receipt. I look forward to receiving a full refund of the cost.*

- A) bristol
- B) disabled
- C) refund
- D) receipt



## Proofreading and editing quiz

7. There is an apostrophe missing from the advert above. An apostrophe is often used to show that some letters are missing. Which of these words has letters missing?

### Lake District Holidays

Why not visit the beautiful Lake District for your next summer holiday? You'll be sure of a warm welcome here, whether you stay in one of our luxury hotels, in a comfortable bed and breakfast, or one of our wide choice of self-catering cottages. The choice is yours! An ideal holiday whether you're 9 or 90 years old, with fun for all the family! To find out more phone the Lake District Tourist Office or visit our website: [www.lakedistrictholidays.com](http://www.lakedistrictholidays.com).

- A) youll  
B) yours  
C) years  
D) website
8. In the sentence starting 'I caught the 12.15 service...', can you spot the grammar mistake?

Dear Sirs

I am writing to complain about the recent rail journey I made from London Liverpool Street to Felixstowe, on East Coast Railways. I caught the 12.15 service, but nobody bothered to tell me that the train didn't stop at Ipswich and that I should of changed at Colchester. As a result I ended up in Lowestoft three hours later, where I had to get another train back to Ipswich. I didn't get home till gone 7 o'clock in the evening – what a nightmare journey!

Yours in disgust

George Thomas

- A) There is no verb in the sentence.  
B) The sentence needs to end with a question mark.  
C) It ought to read 'should have' and not 'should of'.  
D) It should say Norwich instead of Ipswich.





## Proofreading and editing quiz

9. What should Melanie Richards do to be sure she buys the right food?

**Minutes of last committee meeting**

**Worsley Cricket Club.**

End of season party:

It was decided to hold the party at the community hall and to charge per head, including drinks. Graham Jones to provide rolls and cold meats, Dunstan Norris to buy drinks and bring samosas, and Melanie Richards to buy cream cheese rolls fruit salad and crisps.

- A) She should buy cream, cheese, rolls and fruit salad.
- B) She should buy cream cheese, rolls, fruit and salad.
- C) She should buy cream, cheese rolls and fruit salad.
- D) She should ask the secretary for advice and for more commas in future!

10. Which of these mistakes will a computer spellchecker not find?

- A) A missing letter in a word.
- B) Letters the wrong way round.
- C) Using 'where' when you should have written 'wear'.
- D) Leaving the vowel out of a word.



## Proofreading and editing quiz

Level C

1. There is a mistake in the final sentence of this text. Is it:

### Motorists must pay up!

Car drivers in London have to pay a congestion charge to take their cars in to the centre of London. The charges have been bought in to persuade people to change from using cars to using public transport such as the bus or tube.

- A) persuade  
B) bought  
C) their  
D) centre
2. Can you spot the spelling mistake in this informal letter? Which of these words has the wrong spelling?

*Dear Joan*

*This is to let you know that my neice, Katie, is getting married to David on 30th June in Bedford. We'd like to invite you to the wedding which will be held at the Central Register Office in the town at 10 a.m. Please can you let us know if you are able to come.*

*Margaret*

- A) neice  
B) married  
C) wedding  
D) office

## Proofreading and editing quiz

3. There is a mistake in the opening of this short story. Can you spot it?

Lisa got up early that morning. No longer did she need to hurry over her cup of coffee, throw on a coat and rush out of the house to catch the next crowded bus to an office in the city. Today was going to be diffrent – the start of a new life working for herself.

- A) diffrent  
B) coffee  
C) catch  
D) early
4. Read through this coach advert carefully. Which of these symbols is missing from the second sentence of the advert?

Travel Express launches its new non-stop coach service from Sandwell to London this week. Single tickets cost just 12 and can be bought in advance, in person at the coach station ticket office, by phone or online at [www.coachesareus.co.uk](http://www.coachesareus.co.uk).

- A) &  
B) %  
C) £  
D) @



## Proofreading and editing quiz

5. Can you spot a spelling mistake in this letter applying for a job?

Dear Sir or Madame

I am interested in the post of clerical assistant with your company, as advertised in last week's Mercury. Please can you send me further details of the job and an application form as soon as possible. I enclose a stamped addressed envelope.

Yours faithfully

Theresa Grey

- A) possible  
B) Madame  
C) envelope  
D) assistant
6. Can you spot a mistake in this leaflet from a college offering computer courses?

New Street College is now offering free courses in computer skills for beginners, starting Monday February 30th. If you have been out of work for more than 6 months, are retired, registered disabled or on a low income, you may qualify for this free training.

To find out more call the course leader, Linda James, on 01234 777150, Monday – Fridays between 10 am and 4 pm.

- A) The course leader is Linda Smith, not Linda James.  
B) The College is in New Road, not New Street.  
C) There are only 28 days in February (unless it is a leap year when there are 29). 30th February does not exist!  
D) The courses are not free.



## Proofreading and editing quiz

7. Can you spot a mistake in this letter applying for a job?

Dear Sirs

I wish to apply for the vacancy for a second chef at the Bull Hotel which I saw advertised in this week's Reading Advertiser.

I have just completed a catering coarse at West Surrey College and am now looking for work in the Thames Valley area.

I enclose a copy of my CV and look forward to hearing from you.

- A) chef
- B) catering
- C) hearing
- D) coarse

8. Can you find a mistake in this advert for the Manor Hotel?

### ***The Manor Hotel, Boston***

The Manor Hotel is a fine Victorian house with its own large gardens where you can enjoy good food and peace and quite for an out of season break anytime between March and June or September and November. Low season rates. Single, double and family rooms available. Give us a ring on 01908 323381.

- A) Manor
- B) peace
- C) quite
- D) season

## Proofreading and editing quiz

9. Which word is wrong in this informal letter?

*Dear Kath,*

*Thanks for your kind invitation to the family get together you are planning in June. At the moment I don't know weather we'll be able to come, because Chris is waiting to go into hospital next month for his hip operation. I'll give you a call at the end of the month to let you know how he's getting on.*

*Love*

*Rosie*

- A) weather
- B) hospital
- C) operation
- D) month

10. Can you spot a mistake in this piece of text about Queen Victoria?

In December 1861 Prince Albert died of typhoid fever. He was only 42 years old. His widow Victoria then went into a long period of morning. During this time she dressed in black, kept out of the public eye and spent much of her time in Scotland, with her servant John Browne. It was even believed by some people that they had secretly married.

- A) typhoid
- B) period
- C) morning
- D) believed



## Proofreading and editing quiz

Answers

Level A

1. True or false: It's cheating to get someone else to check your work for mistakes.

The correct answer is: B. False. Getting someone else to look over your writing is a good idea. Other methods include using the spellchecker on a computer and reading your work silently to yourself.

2. Homophones often cause problems for writers. Which of these pairs of words are NOT homophones?

The correct answer is: C. start/begin. 'Start' and 'begin' have similar meanings but don't sound the same.

3. It is easy to leave out silent letters in words because you don't hear them clearly. Which of these words contains a silent letter?

The correct answer is: C. The word receipt has a silent 'p' in it, so take particular care when spelling this word.

4. What is the name for an ending such as '-ly' or '-ing' that can be added to a root word?

The correct answer is: A. '-ing' and '-ly' are two examples of suffixes or endings that can be added on to root words, to create new words. Take care when adding suffixes because the spelling of the original word may change.

5. Which word is missing from the last sentence of these instructions?

The correct answer is: B. 'minutes' because it tells you how long to bake the muffins for.

6. What punctuation is missing from the last sentence?

The correct answer is: C. The last sentence is hard to understand because there are no commas.



## Proofreading and editing quiz

7. What is wrong with this text?

The correct answer is: B. There are no capital letters for the names of teams and the players.

8. Can you spot a mistake in the newspaper report below?

The correct answer is: D. The writer uses two different spellings for the supermarket name (Bestco and Bestko).

9. "I'm no good at spotting my own mistakes, so what can I do?"

The correct answer is: D. Try a variety of ways, then choose the method that works best for you.

10. Only people with spelling problems need to proofread their work.

The correct answer is: B. False. Proofreading is an important stage to go through for every writer. It's not just about checking for spelling mistakes, but also making sure your writing makes good sense, that the punctuation is correct and no words are missing.





## Proofreading and editing quiz

Level B

1. Which of these should you look for when proofreading?

The correct answer is: D. all of the above

When proofreading you need to look not just for spelling mistakes, but for capital letters that are missing or in the wrong place, words that have been left out, mistakes in grammar and writing that doesn't make sense. It's also a good idea to check that factual information (such as names, addresses and phone numbers) are correct.

2. This piece of text has been checked with a computer spellchecker. Which mistake has not been picked up?

The correct answer is: B. The writer has used the wrong spelling for bean. The correct spelling is 'been', the past tense of the verb 'to be'.

3. Can you spot a mistake in the first sentence of this report?

The correct answer is: D. The verb in this sentence should read 'were', not 'was', because the subject (residents) is plural.

4. What is wrong with this advert?

The correct answer is: B. The first 3 sentences are questions and need question marks. Questions are often used in this way in advertisements to get the attention of the reader.

5. Can you spot the mistake in this notice from the local Council?

The correct answer is: C. The notice should read 9.30 'a.m.' not 'p.m.'

6. Which word needs a capital letter in this letter of complaint?

The correct answer is: A. 'Bristol' needs a capital letter because it is a place name.



## Proofreading and editing quiz

7. There is an apostrophe missing from the advert above. An apostrophe is often used to show that some letters are missing. Which of these words has letters missing?

The correct answer is: A. 'youll'. There should be an apostrophe in 'you'll' to show that it is short for 'you will'.

8. In the sentence starting 'I caught the 12.15 service...', can you spot the grammar mistake?

The correct answer is: C. The writer ought to have written 'should have' and not 'should of'.

9. What should Melanie Richards do to be sure she buys the right food?

The correct answer is: D. She should ask the secretary for advice and for more commas in future! This list doesn't make sense without commas between the items. It's not at all clear what Melanie needs to buy.

10. Which of these mistakes will a computer spellchecker not find?

The correct answer is: C. Using 'where' when you should have written 'wear'. It's not a good idea to rely on a spellchecker to find all the mistakes in your writing. It certainly won't spot when you have used homophones (words which sound the same or similar

## Proofreading and editing quiz

Level C

1. There is a mistake in the final sentence of this text.

The correct answer is: B. bought. The text should read 'brought' not 'bought'. 'Brought' is the past tense of 'to bring', while 'bought' is the past tense of 'to buy'.

2. Can you spot the spelling mistake in this informal letter? Which of these words has the wrong spelling? The correct answer is: A. neice. The correct spelling is 'niece'. This word follows the 'i before e, except after c' spelling rule.

3. There is a mistake in the opening of this short story. Can you spot it?

The correct answer is: A. diffrent. The correct spelling is 'different'.

4. Read through this coach advert carefully. Which of these symbols is missing from the second sentence of the advert?

The correct answer is: C. £. The writer has left out the '£' sign before the price of the tickets.

5. Can you spot a spelling mistake in this letter applying for a job?

The correct answer is: B. Madame. The correct spelling is Madam, without an 'e'.

6. Can you spot a mistake in this leaflet from a college offering computer courses?

The correct answer is: C. There are only 28 days in February (unless it is a leap year when there are 29). 30th February does not exist!



## Proofreading and editing quiz

7. Can you spot a mistake in this letter applying for a job?

The correct answer is: D. 'coarse'. The correct spelling here is 'course' instead of 'coarse'.

8. Can you find a mistake in this advert for the Manor Hotel?

The correct answer is: C. 'quite'. The advert should read 'peace and quiet' not 'peace and quite'.

9. Which word is wrong in this informal letter?

The correct answer is: A. 'weather'. Rosie has used the wrong word here. She means 'whether' not 'weather'.

10. Can you spot a mistake in this piece of text about Queen Victoria?

The correct answer is: C. 'morning'. The writer should have used the word 'mourning' which means a period of grieving, instead of 'morning'.