

# Information Processing

## Proofreading – Set 1

<u>Column 1</u>	<u>Column 2</u>	<u>Alike</u>	<u>Not Alike</u>
1. Mr. W. C. Wells	Mr. C. W. Wells	_____	_____
2. Jimmy J. Johnson	Jimmy J. Jonson	_____	_____
3. Dr. Marie McDonald	Dr. Maria McDonald	_____	_____
4. Phelan & Ivan Co.	Phelan & Ivan Company	_____	_____
5. Ms. Celia Still	Ms. Celia Still	_____	_____
6. Mrs. Lonnie Cryer	Ms. Lonnie Cryer	_____	_____
7. Jeane Le Blonde	Jeane LeBlond	_____	_____
8. Zeppo Fireplaces	Zippo Fireplaces	_____	_____
9. Coldstream Tanks	Coldstream Tanks	_____	_____
10. Millie Milstead	Millie Milstead	_____	_____
11. San Luis Co.	San Luisa Co.	_____	_____
12. Banta, Inc.	Bantam, Inc.	_____	_____
13. Bernice Colt	Berniece Colt	_____	_____

# Information Processing

## Proofreading – Set 2

<u>Column 1</u>	<u>Column 2</u>	<u>Alike</u>	<u>Not Alike</u>
1. their	their	_____	_____
2. appointment	appointment	_____	_____
3. Office A	Office a	_____	_____
4. if I can	I if can	_____	_____
5. Is it time?	It is time?	_____	_____
6. Carsons' store	Carson's store	_____	_____
7. well-known company	well-know company	_____	_____
8. Mississippi	Mississippi	_____	_____
9. Time; then we will	time, then we will	_____	_____
10. whether or not	weather or not	_____	_____
11. Received you receipt	received your receipt	_____	_____
12. after awhile	after a while	_____	_____
13. has it been done	has it been done	_____	_____
14. Pittsburgh	Pittsburg	_____	_____
15. 55; at least 51	55; at leese 51	_____	_____
16. \$749.19	\$749.19	_____	_____
17. welcome to our	welcom to our	_____	_____
18. Will Bill tell?	Will Bill tell.	_____	_____
19. \$16,789,668.40	\$16,789,667.40	_____	_____
20. to be successful	to bee successful	_____	_____
21. 2, 4, 6, 8, 9, 10	2, 4, 6, 8, 10	_____	_____
22. abcdefghijklm	abcdefgghihklm	_____	_____
23. #17-345-986	#17-456-986	_____	_____
24. Dear Mrs. Whitley	Dear Ms. Whitley	_____	_____
25. Boston, MA 02101	Boston, Ma 02010	_____	_____
26. 306-54-6750	306-45-6750	_____	_____
27. 47 Mystic Street	47 Mystic Street	_____	_____
28. 2-24666	2-24666	_____	_____
29. Baron & Dubois	Baron & DuBois	_____	_____
30. 1/26/83	12/6/83	_____	_____