

**Information Processing
Proofreader Marks Assignment**

Name _____

Directions: For each sentence, use the proofreader marks needed to make the changes indicated. The first sentence has been done as an example.

Ex. *Correct the spelling of "interviewed" by using the change letter symbol.*

You are ready to be intervieweqed for what seems to be the perfect job.

1. *Indicate that the number "two" should be spelled out.*

An interview is a 2-way communication process.

2. *Set the phrase "It is important" in italics.*

It is important that you and your boss get along.

3. *Close up the extra space in the word "questioning."*

Next, be aware of the question ing process.

4. *Add a hyphen to the phrase "high profile."*

This is a very highprofile position.

5. *Add an apostrophe to the word "its."*

Its entirely possible that you will be hired by the end of the week.

6. *Insert a space between "know" and "if."*

It is important to knowif the staff is viewed positively.

7. *Add a comma after the word "other."*

If the questions are one after the other orders will be given in the same manner.

8. *Insert quotation marks around the phrase "working styles."*

Are your working styles compatible?

9. *Insert a period at the end of the sentence.*

Organize your questions the day before the interview

10. *Set in lower case the incorrectly capitalized word "Input."*

Try to get some Input from people who work at the company.

11. Set in caps the letter "I" in the word "if" at the beginning of the second sentence.

The interview is of consequence to both parties. if the job is offered to you, your decision must be based on the information told to you in the interview.

12. Show that this text should not be a new paragraph.

Questions pertaining to a recent project will reveal clues regarding the working style that is utilized.

13. Move the text to the left, i.e., "unindent" the paragraph.

Questions pertaining to a recent project will reveal clues regarding the working style that is utilized.

14. Move the text to the right, i.e., "indent" the paragraph.

Questions pertaining to a recent project will reveal clues regarding the working style that is utilized.

15. Transpose the words "prospective your."

This position could be a nightmare if you fail to interview prospective your supervisor.

16. Delete the word "necessary."

Most people view interviewing as a necessary tool for management.

17. Insert the letter "x" to correct the word "explore."

Some of the more important areas to explore are listed below.

18. Create a new paragraph at the beginning of the second sentence.

It is a good indication of the supervisor's attitude. Are your working styles compatible?