

Information Processing Proofreading Exercise #2

The following is a correctly typed paragraph.

Keyboarding and note taking are two skills that are basic to the efficient operation of an office; however, the duties of office workers cover a much wider range of skills. The increased use of word processing equipment has not diminished the need for persons trained in such common office procedures as filing, handling mail, greeting clients, preparing reports, and using the telephone.

**The following paragraph is the same as above but contains errors.
Use proofreading marks to show correction of the errors.**

Keyboarding and notetaking are 2 skills that are basic to the efficient operaton of a office; however the dutie of officeworkers cover a wider range of skils, the increased use of work processing equipment has not diminished the need for people trained in such common office procdures as filing, greeting cleints, handling mail. preparing reports, and using the telphone.