


# **PROOFREADERS MARKS, 3.01-3.02**

 **Directions for Numbers 1-26 :** Carefully read each of the following multiple-choice items and the four possible answers. Select the correct response and mark the letter of the correct answer on your answer sheet or as instructed by your teacher. **REMEMBER: MAKE NO MARKS ON THIS TEST.**

- 1** Which proofreading mark would be used to correct the following **EXAMPLE**?

**EXAMPLE:** Organization and time management are very important skills to master.

- A   
 B   
 C   
 D 

- 2** Which proofreading mark would be used to correct the following **EXAMPLE**?

**EXAMPLE:** Save your work before logging off, the teacher said.

- A   
 B   
 C   
 D 

- 3** Which proofreading mark would be used to correct the following **EXAMPLE**?

**EXAMPLE:** Monitors, printers and speakers are examples of output devices.

- A   
 B   
 C   
 D 

- 4** Which sentence is capitalized **CORRECTLY**?

- A Do you have an appointment with president Harris?  
 B He plans to introduce Mrs. Goldberg, Mayor of the city.  
 C Please send your suggestions to senator Blackwood.  
 D The next person on the agenda is Ms. Perez, vice president of the corporation.

- 5** Which proofreading mark would be used to correct the following **EXAMPLE**?

**EXAMPLE:** the dog jumped over the fence.

- A   
 B   
 C   
 D 

- 6** Which proofreading mark would be used to correct the following **EXAMPLE**?

**EXAMPLE:** Its a beautiful day!

- A   
 B   
 C   
 D 

*Go on to next page*

# Sample Proofreading Test For Secretaries

**Peggy J. Grillot, Lynda R. Abegg**



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