



Blackburn with Darwen

ADULT LEARNING

E3 Proof-reading and correcting text

Activity A: Spelling

Find and correct the ten spelling mistakes in this extract from a letter

I saw your leaflet about basic skills classes but I am not sure if I can apply. I need a lot of help with reading, writeing, and maths. So I would really like to do the corse.

I have worked in a factory for four years, where I have learnd how to use a computer. In addition, I have got a lot of experiance of workeing in a teem.

Finally, I am takeing driving lessens and I am hopping to pass my test soon.



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Activity B: Correcting an e-mail

Read this e-mail and correct the nine mistakes. **Think about the style of the writing, punctuation and spelling.**

Dear Dot,

Just to let you know that I won't be able come visit you next month after all. Remember I told you that I wasn't feeling very well? I tell my GP and he think that I should to go to the hospital for an examinasion.

My apointment will be in about four weeks, so I cant make any plans to go away. I think I won't have to stay in overnight but the tests will take several hours, and Ill have to take it easy afterwards.

I must say I'm a bit nervous about it and I'd rather to come and see you instead. I'll definitely come to stay as soon as I can.

Give my love to Brenda, Suzanne and Elaine.

I'll let you know when there's any news. Don't worry.

Love

Maria