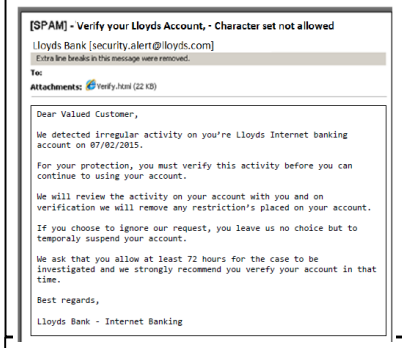
Proof Reading

*This **proof-reading** is the first question in Section B: Writing and requires you to read a text e.g. the email below and correct the errors in it. There will always be **5 errors** and **1 mark for every error** you spot and correct.*

Identify the five errors and correct them on the email below. [5]



[SPAM] - Verify your Lloyds Account, - Character set not allowed

Lloyds Bank [security.alert@lloyds.com]

Extra line breaks in this message were removed.

To:

Attachments: Verify.html (22 KB)

Dear Valued Customer,

We detected irregular activity on you're Lloyds Internet banking account on 07/02/2015.

For your protection, you must verify this activity before you can continue to using your account.

We will review the activity on your account with you and on verification we will remove any restriction's placed on your account.

If you choose to ignore our request, you leave us no choice but to temporaly suspend your account.

We ask that you allow at least 72 hours for the case to be investigated and we strongly recommend you verefy your account in that time.

Best regards,

Lloyds Bank - Internet Banking

Top Tips!

*There will always be **5 errors** in the text! You must try to find them all!*

*It takes **3 readings** to spot all the errors – your brain will struggle to spot homophone errors unless you read it 3 times!*

Editing

*This section part of the paper involves answering some **editing** questions worth 5 marks. This will involve **circling** the words or pair of words that best fit the sentences, as well as ordering or **sequencing** some sentences.*

Remember to read the sentence, substituting each word at a time to work out which word or pair are the most appropriate!

Editing (5 marks)

In this part of the paper you will be assessed for the quality of your understanding and editing skills.

1. Read the paragraph below and then answer the questions that follow:

Carrie had a …..(1)….. for cleanliness. Everyone expected the house to be spotless but her moods were harder to …..(2)….. .

(a) Circle the word below that best fits gap (1):

A) disrespect B) notion C) reputation D) position [1]

(b) Circle the word below that best fits gap (2):

A) suggest B) predict C) warrant D) explore [1]

2. Circle the pair of words that best fit the meaning of the sentence below: [1]

I was …… to see the old house again; yet as I stood there a growing sense of ……. crept up on me.

(A) scared… fear
(B) overjoyed… anxiety
(C) pleased… happiness
(D) horrified… generosity
(E) embarrassed… shame

*Remember to read the instructions carefully! Check that the **word** or **pair of words** fit appropriately within the sentence – they MUST make perfect sense!*

Location/Retrieval

Read each question carefully and consider the question type!

*These are **location/retrieval** questions and require you to locate the correct answer from the text and copy it down. They usually start with words such as, which, what, when, select and identify.*

A1. What percentage of visitors have been to Australia before? …… [1]

Multiple Choice

A2. The information refers to "demographic". Select **one** definition from the list below that best defines a 'demographic'? [1]

a) a graph showing changes
b) time spent away from home
c) a way of grouping people
d) period spent travelling

*You will be asked 3 **multiple choice** questions on each paper. Make it clear which answer you are ticking, especially, if you change your mind! Apply the process of elimination to help you reach the correct answer here.*

Sequencing

3. Read the text below which consists of sentences in the wrong order and show your understanding by answering the questions that follow:

1. But his eyes were failing him in the fading light.
2. Nevertheless, he could still hear like an owl, and the rustling in the hedgerow unnerved him.
3. As he realised the noises of the night were more human than animal, terror overtook him.
4. The old man hobbled down the deserted lane, rushing as fast as he could to get home.
5. He looked anxiously around trying to make sense of shapes in the growing darkness.

(a) Which sentence should come **first** in the text? Write the number of the sentence below. [1]

……

(b) Which sentence should come **fourth** in the text? Write the number of the sentence below. [1]

……

*This question involves working out the **correct order**, so take your time and try to find clues to help you!*

Top Tips!

*Look at the **sentence openers** to search for clues as to the order i.e. **connectives** etc.*