

Following is an example of proofreading a document, which reveals minor mistakes related to spelling, punctuation, verb tense and usage. Editing marks are easily noticeable with the use of Microsoft Word® and its *Track Changes* function. This function allows you to accept or reject the recommended changes.

Fictional Story
Assignment
“Observation/Descriptive”

The clock on the drab, cream-colored wall reads 3:55 as yet another person filters into the already extending line of people. The girl standing behind the counter brushes back her frizzy dark hair with her hand. She lets out a brief ~~sigh~~ and eyes her co-worker, ~~whose~~ who is busily rummaging through the contents of a bag. He dumps the bag over and two, blue, bathroom rugs along with a terry-cloth bathrobe spill onto the counter.

The girl's bright-red cotton shirt loosely hangs over her bony shoulders as she leans on the counter and in a soft voice says, “I can help ~~whose~~ who is next.” She watches with beady eyes as people step forward, inch by inch, creeping closer to her. Her voice is muffled under the chatter of people and the ding-ding-ding made from the cash registers. Now in a louder voice she repeats herself, “I can help who’s next.”

A customer steps forward to return a vacuum ~~and~~ places it next to all the other unwanted and unused items. The girl takes the receipt from the customer and ~~walks~~ over to the cash register to process a return. Then, she hears her name being ~~pa~~ged over the loud speaker, “Debbie, please page 41. Debbie page 41.”

Suggestions:

1. Review usage of commas and quotations
2. Be consistent with verb tense