



Proofreading self-test answers

The morning air was fresh, and the sun was just peaking over the top of the small row of terraced houses, as Mark heaved his bin bag out onto the pavement ready for collection later that day. His neighbour, Anne stood in her front garden with a warm cup of tea and she smiled as she saw him.

This should be peeking

There should be a comma after Anne

‘Thanks for helping out at the stall at the village fair on Saturday,’ she said. ‘I hope it didn’t put you off us all!’

There should be only two /s in village

This extra full stop shouldn’t be there

‘Not a problem. I’m new to Middleton, as you know, and it was really nice to join in. I think I’m going to like it here.’

‘Well –’ she sipped from her coffee ‘– it was good of you to help out, and I’m sure others will have noticed.’ Mark noticed Ann glance to an upstairs window of a house opposite, where a net curtain twitched.

Wait a minute! She was drinking tea earlier

Everywhere else a single quote mark is used Is it Ann or Anne?

house is in the wrong font

‘It was nice to meet the neighbors, too.’

Should it be neighbors or neighbours?

‘All of them?’

There was a slight hesitation in her voice that took Mark by surprise. There had certainly had been one or two eccentric characters, but he’d put that down to the the vagaries of village life, rather than anything genuinely troubling.

This should be hesitation

Too many hâds here

This apostrophe is round the wrong way

Did you spot that there were two thes here?

Of course, Mark knew just what Ann was referring to. The spate of unusual – some might say mysterious - goings-on in the local area. Things going missing

This should be O (letter), not 0 (number)

This should be referring

This should be a dash (–) not a hyphen (-) The spacing here is too wide

form washing lines. Car alarms going off in the middle of the night. The socks

This should be from

planted at a jaunty angle on Mr Jones’ geraniums.

This should be Jones’s, although some styles do opt for no s after the apostrophe

Yes, Mark knew exactly what Ann meant. It was his job to know. And he was there

This paragraph isn’t indented, when the others are

to sort it out.