

Proofreading Marks  
Exceeding Proficiency Evidence

Using a pen or pencil, write in the proofreading marks that would make the paragraph mechanically correct. There is one error in each line for a total of 10 marks you should make.

When learning to keyboard, one must be patient and focused. If your teacher is Ms. Emily, then you have heard of the correct technique needed to learn how to keyboard. Remember to sit straight. This will help your body not get tired and perform at its best. It is important to keep your eyes on your copy. Your speed will increase as your brain learns the reach for each key. You will find success when you always start at home row.