

Group Work: Proofreading Letters

Pass your pieces of homework round clockwise and focus each on just one or two aspects. Use different colours in your annotations. If something strikes you as unclear, misleading or incorrect, suggest changes politely.

- 1) **Grammatical correctness A.** (*Use our sheet.*) (violet)
 - Are definite and indefinite articles put correctly? (*school = lessons, the school = the building*)
 - Are quantifiers for countable and uncountable nouns used properly?
- 2) **Grammatical correctness B.** (*Use our sheet.*) (orange)
 - Are the tenses correct?
 - Are adverbs used where needed and are they in their right positions?
- 3) **Content** (red)
 - Use the handout “Letters” check if the instructions have been complied with.
 - In a business letter look specifically at
 - the addresses
 - the date
 - the salutation
 - the capital initial in the next line
 - the closing and the closing phrase
 - at least three paragraphs: introduction, subject matter and conclusion
 - long forms of verbs (e.g. “cannot”)
- 4) **Powers of expression** (green)
 - Is the wording formal and polite?
 - Does the syntax help to get the writer’s message across?
 - Are linking phrases used to good purpose? (*Mark each of them with an exclamation mark on the margin!*)

While working, you will observe silence. If anything needs to be said, whisper.

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