# **Editing Package**

Prove Me Wrong

 Task 2

Y 3/4

Editing for meaning

**Commissioned by The PiXL Club Ltd.**

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**Editing for meaning Task 2**

1. Read the extract below.

Dear Sir or Madam,

I am writing to express my deep gratitude for the outstanding you provided for my father when he stayed at your hospital last week. He was admitted on Tuesday. He had concerns about his heart. He was immediately given a number of tests to what the problem was.

Meanwhile, he is made to feel very comfortable and your nurses and care assistants do a wonderful job in reassuring him. The compassion and professionalism with which he was treated was a great credit to you all. What an amazing group of people you are. I cant thank you enough.

Yours faithfully,

2. After reading the extract, check for the following aspects and underline them:

* Check if there are any missing words.
* Check if there is any missing punctuation.
* Check if there are any problems with the tense.
* Find at least one part that could be improved.

3. Complete the grid below.

|  |  |
| --- | --- |
| List any missing words.  |  |
| List any missing punctuation. |  |
| List any problems with the tense. |  |
| Write a sentence which could be improved.  |  |

4. Rewrite the extract, making the amendments which you have identified in the grid above.

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