# **Editing Package**

Prove Me Wrong

 Task 1

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Secretarial editing

**Commissioned by The PiXL Club Ltd.**

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**Secretarial editing Task 1**

1. Read the following extract from a non-chronological report about keeping fit.

Another excellent form of exersize is cycling. It really build up the strength in your leg muscles. It can also improve your stamina, as long as you cycles hard enough to get out of breathe. However, you do have to think about your safety first of all, make sure that you have correct protective gear, such as a helmet. It is probbly also a good idear to take plenty of water if your going on a long ride. Finally, dont go on the roads unless you have been properly trained by experts. Why not ask about cycle proficiency today.

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

* Check if there are any punctuation mistakes.
* Check if there are any spelling mistakes – use a dictionary for tricky words.
* Check if there are any grammar mistakes.
* Identify a feature which could be improved.

3. Complete the grid below.

|  |  |
| --- | --- |
| List any punctuation mistakes.  |  |
| List any spelling mistakes. |  |
| List any grammar mistakes. |  |
| Identify a feature which could be improved.  |  |

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

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