# **Editing Package**

Prove Me Wrong

 Task 2

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Secretarial editing

**Commissioned by The PiXL Club Ltd.**

**November 2019**

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**Secretarial editing Task 2**

1. Read the following text from an advertising leaflet.



Pottery Party

Looking for something diffrent, fun and creative to do for your childs birthday party? Why not book a pottery party at Clayslip Studios.

Everyone love doing something out of the ordinry. Perhaps a spot of rolling, shapeing and smoothing clay make the perfect change from more mainstream party ecsperiences. There is also ready-made plates and cups to paint for those who like to indulge their artistic talents.

We will supervise the whole event so you, as parents, can just sit back, relaxes and enjoy the happiness. The party package also includes: party tea, party bags, one piece of child-made pottery, one child-painted item.

At just £15 per child, its excellent value. Call today to book your party on 0789 234765 or visit us at potteryparty.com

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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