# **Editing Package**

Prove Me Wrong

 Task 3

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Secretarial editing

**Commissioned by The PiXL Club Ltd.**

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**Secretarial editing Task 3**

1. Read the following text from a news report.



High winds close bridge

The swafflow river Bridge was closed to all traffic yesterday as gale-force winds buffeted the town.

The extream weather conditions had cause the road surface to twist and buckle and some of the bridges supporting cables had begun to work loose. Police officers was quickly on the scene, blocking off the road and setting up diversions while engineers were called in to assessed the damage

A police spokesperson said that this was the most powerful storm the area had experienced this centry. They acknowledged that the closure had caused difculties for some drivers but their priority was to prevent acidents and keep the public safe.

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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