

Editing/Proofreading Challenge

Proofreading Answer Keys

These answer keys are marked at the level of a standard proofread. The first answer key is as it would appear in Word in Track Changes mode with all balloons showing. The second answer key is as it should look with handwritten marks. For more on editorial levels, see Chapters 1 and 5 in the book.

CSE July 4 Sale—Marketing Proposal and Analysis

After four years of eventful and boisterous warehouse sales in the San Francisco Bay Area, we're pleased to announce our first warehouse sale in Hebron, Kentucky (near the Cincinnati airport), on Saturday, July 24, Sunday, July 26, and Monday, July 27. For three days only, choose from hundreds of overstocks and near-perfect samples—all at up to 30%–75% off and more. Delivery services for the surrounding area (Cincinnati, Columbus, Dayton, Albuquerque, and Indianapolis) will be available. Make the trip and show up early for the best selection. And while you're at the sale, enter to win a \$1,000 gift certificate.

Store Metrics

The five area locations (store numbers), and percentages of the last July 4 state sales, are as follows:

1. Cincinnati (841): 29.7%
2. Columbus (842): 24.3%
3. Dayton (843): 16.1%
4. Louisville (844): 15.3%
5. Indianapolis (845): 14.7%

Comment [me1]: Spell out CSE?

Comment [me2]: OK to lowercase "warehouse sales" here and in next line?

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Comment [me3]: Sale is on July 4 weekend; pls verify and correct dates.

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Comment [me4]: Should this be "Louisville," as shown in next section?

Comment [me5]: Change to "location," or edit in some other way? Cities within three states are listed, not states.

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Comment [me6]: Percentages total 100.1%; pls adjust to total 100%.

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spout?

CSE July 4 Sale--Marketing Proposal and Analysis

Sale is on July 4 weekend. Pls verify and correct these dates.

lc x4?

After four years of eventful and boistrous Warehouse Sales in the San Francisco bay area, we're pleased to announce our first Warehouse Sale in Hebron Kentucky (near the

lc / s / s / s

Cincinnati Airport), on Saturday July 23, Sunday July 26, and Monday July 27. For three days only, choose from hundreds of overstocks and near perfect samples—all at up to

%

30-75% off and more. Delivery services for the surrounding area (Cincinnati,

Change to Louisville, as below?

Columbus, Dayton, Albuquerque and Indianapolis) will be available. Make the trip and

show up early for the best selection. And while you're at the sale, enter to win a \$1,000

gift certificate. Click here for details and directions

add link? / o

Store Metrics

The four area locations (store numbers), and percentage of the last July state sales are as follows:

1. Cincinnati (841): 29.7%
2. Columbus (842): 24.3%
3. Dayton (843): 16.1%
4. Louisville (844): 15.3%
5. Indianapolis (845): 14.7%

These percentages add up to 100.1%. Pls verify each and adjust as necessary to total 100%.

Change to "location" as edit in some other way? Cities w/in 3 states are listed, not states.

