

Download Proofreaders Guide Skillbook

ISBN: 978-1-932436-02-0. The Proofreader's Guide is a handy, quick reference guide containing all the information you need to accurately proofread your documents. This easy-to-search ebook covers punctuation, capitalization, spelling, usage, grammar, and more. The concise explanations, detailed examples, colorful charts, and interactive links make using the Proofreader's Guide quick and simple. The "Proofreader's Guide" is a handy reference for the rules governing the use of punctuation, mechanics, spelling, commonly misused words, sentence structure, and parts of speech. By design, this information is easy for students to access. As students can see on page 479, the subject—periods—is in bold at the top of the page. The ...6 7 Proofreading A Correct the mistakes in this story. Capital Letters A Insert the capital letters and full stops. B Insert the capital letters where needed. We use capital letters: l At the beginning of a sentence. l For the letter "I". l The names and titles of people, e.g. Dr Mary Smith. l The names of places, months of the year, days of the week and special Proofreading for Errors in Subject-Verb Agreement Share Flipboard Email Print Carmen Martínez Banús / Getty Images English. English Grammar An Introduction to Punctuation Writing by Richard Nordquist. Richard Nordquist is a freelance writer and former professor of English and Rhetoric who wrote college-level Grammar and Composition textbooks.