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SCHOOL: STRONG TOWER ACADEMY

SUBJECT: BUSINESS STUDIES

CLASS: JSS2

TOPIC; PRINTER'S CORRECTIONS SIGNS

PROOFREADING: This is the act of reading a document for the purpose of correcting the mistakes on it. Proofreading signs are symbols and notations for correcting type set pages.

Below are list of marks/ signs commonly used in proofreading to indicate problems in a text and to suggest solution

[a] Spelling and grammar

[b] Autocorrect

[c] The Thesaurus

[d] Word counter

[e] Default dictionary

The icons for spelling and grammar, research, translate, accept, reject and some others are found in the review menu.

STUDY PAGE 146 OF YOUR TEXT BOOK FOR MORE EXAMPLE.