Chapter 6

Activity 6-2 Improving Your Editing Skills

**Directions:** Print this page. Then, use the standard proofreaders’ marks found in Figure 6-7 of the text to edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed. After you have used proofreaders’ marks to indicate the corrections, rekey the paragraphs in proper form. Once you have finished, submit both the rekeyed copy and the page with proofreaders’ marks to your instructor.

I am in receipt of your vacation day request. I am sorry i did not respond yesterday when you submited it. As you no Clark december is a very busy time for us the sales staff is rushing to mete quotas the accounting staff is trying to get yearly records in shape and were all preparing for Januarys annual sales meeting. also, the holidaies are right around the corner. Therefore although i can approve the vacation day you requested for friday, december 17 i must ask that you try to give me at least 3 weeks’ notice in the future. I would appreciate it if you would use the electronic form on the exchange server to expediate the proces.