

Proof reading – Bodgit the Builder

You receive the attached letter regarding work that you have asked a local builder to quote for.

It has not been written very well.

How many mistakes can you find? They may be spelling mistakes or grammar mistakes. In some cases more appropriate language could be used.

Could you

- a. Correct it and improve the vocabulary
 - b. Reply to it stating whether you will accept the quote, whether the dates are acceptable, what colour you want and whether you agree to the other conditions.
-

Main Curriculum References

Wt/L1.6 Proof-read and revise writing for accuracy and meaning

- (a) understand that proofreading is about checking for meaning as well as spelling, and that writing must communicate meaning clearly to the reader
- (b) know and use techniques for proofreading, to spot errors and omissions in grammar, punctuation and spelling.
- (c) understand when complete accuracy is essential and when it is better to get writing 'good enough', and move on to the next task.

Wt/L2.7 Proof-read and revise writing for accuracy and meaning

- (a) understand that, as well as checking for errors or spelling, grammar and general sense, proof-reading enable the writer to spot: unintended ambiguity (where meaning can be taken in more than one way); long-windedness or repetition (where the same point could be made more concisely); compression (where too many points are pushed into to few words and the sense is muddled).
- (b) understand that revising these might involve rewriting some sentences as well as adding or removing individual words.

I Bodgit & Go
4, Station Road
Croydon
CR0 7YH



Kitchen Designers
Established 1956

Mr & Mrs Brown
4, The Avenue
South Nowood
SE23 1 BH

Dear Sir and Madam

After my visitt I spoke to me colleagues and we reckon it will cost about £1,000 to do the work you want doing.

Will it be alright if we come round to sort things out in the next couple of days. We want to get the size of the Kitchen.

The units you want comes in white, cream or brown. Tell us which is your favourite.

After we done the measuring we can start the work in give or take three weeks time. Does that suit?

We want half the money up front before we would start the work. When the work is done we will give you four weeks to pay the rest. O.k ?

If all this sounds alright, give us a ring.

Yours sincerely

B.Bodgit
Master Bilder