MET Education Name: _____ Date: _____

FREE PROOFREADING PRACTICE · FORM 3

Proofreading: A Letter to the Estate Office

Check each line. Five lines are correct.

Look for …	Correct example
past perfect	By the time I arrived, the meeting **had started**.
reported speech	He said that he **would** call me.
conditionals	If you **had told** me, I **would have** helped.
participle clauses	**Walking** home, I saw a fire.
verb + preposition	complain **about** · depend **on** · apply **for**

PART A Line by line

Each line has one mistake or no mistake. If the line is correct, write ✓. If not, write the correct word(s).

1 Dear Sir or Madam, _____

2 I am writing to complain for the noise from the building site. _____

3 The workers start at 7 am every morning, even on Sundays. _____

4 Last year, your manager told me that the work will finish the following day. _____

5 However, by the time I wrote this letter, nothing had changed. _____

6 Woken by the noise at dawn, my children are tired all day. _____

7 If the work had stopped earlier, they would not have be so tired. _____

8 Many neighbours have also complained, but nobody has reply to them. _____

9 I hope you will take this matter serious. _____

10 I look forward to hear from you. _____

11 Yours faithfully, Margaret Smith _____

PART B Sentences

Each sentence has one mistake. Write the correct word(s).

12 Paul must have forget his keys, because the door is still locked. _____

Answers **A** 1 ✓ · 2 for → about · 3 ✓ · 4 will → would · 5 ✓ · 6 ✓ · 7 be → been · 8 reply → replied · 9 serious → seriously · 10 hear → hearing · 11 ✓ **B** 12 forget → forgotten

Want more practice? Proofreading Practice Book 3 (Form 3) has the story "Save the Old Clock Tower", many more exercises and an answer key. **myenglishtutorhk.com**

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