

Lap 2 Test

NAME _____

Use the proofreader's mark (=) to show letters that should be capitalized. Insert the correct punctuation as needed.

1. dr frances r Jackson requested the products be sent cod
2. my sister is a cpa for lomas mortgage co, inc
3. the new management trainee took management 200 and
accounting I when he was at boston college
4. Karen checked the ads in the main street journal
5. this summer several of us plan to take such courses as history,
economics, english, and spanish
6. when writing a business letter to an organization, you should use
the greeting, "ladies and gentlemen."
7. his new address is 459 west monroe street, crest hill, illinois 60435,
8. while shopping for victorian furniture in austin, we stopped and had
a danish and coffee.
9. as a cpa, ms rose smith worked for president mitchell at industrial
supplies, inc, in dayton, ohio.
10. we stayed at the ymca in st louis, mo.

Apply What You Have Learned

Proofread the following letter and circle all errors. Retype letter with corrections. You should have three pages to turn in for LAP 2 test.

November 17, 2004

Ms Wanda smith
Director of community services
City of Lexington
224 park ave
Lexington, ky 45122

Dear Ms Smith:

Plans for the publication of the pamphlet entitled "Schools and the future of our city" are complete. the draft copy was approved by the Citizens Committee for the future. The Chairperson was principal Roosevelt Grant. A meeting has been scheduled to discuss the pamphlet in the northeast Part of the district on Tuesday, October 1. Questions to be discussed include the following:

1. what plans are there for new school building
2. . should school activities be curtailed
3. . Do taxes have to increased

The meeting will be in Room 102 of east High School. Arrangements for additional meetings will be made by dr Andrew smith. The meetings must be concluded in November because voting on the school bond issue will take place a week after thanksgiving.

sincerely,

William r Watkins, cpa