

Sample Proofreading Test

Please mark and correct the errors in the sample memo below.

MEMO

DATE: July 14 2012
TO: Stephen Randall, General manager
FROM: Leanne Ritter, Human Resource Manager
SUBJECT: Report on Payroll Screw Up

As you know, a new human resource information system (HRIS) was implemented during June. Though the system was tested thoroughly prior to instrumentation, it seems that some payroll withholding data was not properly transferred to the new system. This resulted in incorrect deductions being withheld from some employees paychecks for the pay period ending June 29

The mistake occurred because the withholding table imported into the new system was not the most updated version. The only employee's affected are those whose tax withholdings or benefit program deductions changed during or after April 1 2012.

My assistant have calculated corrections manually and I have personally verified her work. We are confident that the error can be corrected on the next payroll. All affected employees have been notified of the error and informed that corrections will be made with the next payroll. Each person affected has been informed of the situation and invited to contact me with any questions or concerns prior to the end of the previous pay period.

I have personally verificationed that the outdated withholding table has been removed from the HRIS and insured that the correct version is in place. The new HRIS will allow us to make withholding changes directly in the system moving forward. Therefore, the circumstances that led to this problem initially have been corrected. There should be no further problems of this nature.

Key for Sample Proofreading Test

The highlighted items are incorrect. The footnotes provide detail about how each error can be corrected.

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FROM: Leanne Ritter, Human Resource Manager

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¹ There should be a comma after 14

² The "m" in manager should be capitalized

³ "Screw up" is not appropriate professional language. This should say "Error" or something similar.

⁴ The word "instrumentation" is not correct. It should be "implementation" or "launch".

⁵ The word employees needs an apostrophe at the end, because it is plural possessive - use employees'.

⁶ There should be a period after June 29.

⁷ There should not be an apostrophe here at all; employees is plural, but not possessive, in this case.

⁸ There should be a comma after the 1 in April 1, 2012.

⁹ The word "have" is incorrect; it should be "has".

¹⁰ The word "previous" is not correct here, as it is referring to a time that is already past. The author either meant "current" or "next".

¹¹ "Verificationed" is not a word. This should say verified.

¹² The word "insured" is not correct in this sentence. The correct term for the meaning being conveyed here is "ensured".