

- ≡ Make a capital.
- / Make a small letter.
- ^ Add something.
- e Take out something.
- Add a period.
- ¶ New paragraph



PROOFREAD A FORM Vanessa decided to fill out a form at a store. Find the four misspelled words and three handwriting errors. Write them correctly.

GIANT DEPARTMENT STORE

Comment Card

Name Vanessa Hightower Phone 555-1769

Is your comment about a

- suggestion problem compliment

Tell us about it!

Your ad in todays newspaper was wrong. It sead that childrens' shoes are on sale for \$14.99. I can only find shoes that cost more. Do you usebly check your ads?

PROOFREADING TIP

Vanessa wrote an important message, but will the workers at the store be able to read her handwriting? They will if she closes certain letters.

WRITE A FORM Think about your shopping experiences in large stores. Then write your comments. Use at least two list words and a personal word.

Word List

- | | | | |
|----------|---------------|----------|----------|
| Dad's | children's | person's | sisters' |
| Mom's | woman's | people's | cousin's |
| today's | women's | uncle's | cousins' |
| friend's | grandmother's | uncles' | doctor's |
| child's | grandfather's | sister's | doctors' |

Personal Words 1. ___ 2. ___