

Your Name
Keyboarding I xx Period
Mr. Behling
Current Date

Lesson 11 Approximately 890 Words

J. Fox made five quick plays to win the big prize.
J. Fox made five quick plays to win the big prize.

Where is Helen? Did she call? Is she to go, too?
Where is Helen? Did she call? Is she to go, too?

Pam owns the big dock, but they own the lake land.
Pam owns the big dock, but they own the lake land.

zap lazy lizard pizza hazard bazaar frazzle dazzle
zap lazy lizard pizza hazard bazaar frazzle dazzle

Zack and Hazel zapped the lazy lizard in the maze.
Zack and Hazel zapped the lazy lizard in the maze.

old load olive look fold lost bold loan allow told
old load olive look fold lost bold loan allow told

Olympia told the lonely man to load the long logs.
Olympia told the lonely man to load the long logs.

swing cows sweet glows swept mows sword knows swap
swing cows sweet glows swept mows sword knows swap

He swung the sword over the sweaty cows and swine.
He swung the sword over the sweaty cows and swine.

often jury draft judge left just hefty juice after
often jury draft judge left just hefty juice after

Jud, the fifth juror on my left, just wants juice.
Jud, the fifth juror on my left, just wants juice.

deal need debit edit deed edge deli used dent desk
deal need debit edit deed edge deli used dent desk

Jed needed to edit the deed made by the defendant.
Jed needed to edit the deed made by the defendant.

kick like kind bike kiln hike kids strike king ski
kick like kind bike kiln hike kids strike king ski

I like the kind of kids who like to hike and bike.
I like the kind of kids who like to hike and bike.

A rough draft is a preliminary or tentative revision.
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It is where the writer gets his/her thoughts on paper.
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After the rough draft is created, it will be edited.
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Editing is the step where a writer refines the copy.
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Proofreaders' marks are used to edit the rough draft.
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The editing changes will then be made to the original.
The editing changes will then be made to the original.

After the changes have been made, read the copy again.
After the changes have been made, read the copy again.

More changes may still need to be made to the copy.
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Editing and proofreading take time and effort.
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An error-free message is worth the trouble, however.
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His mother signed her name with an X. His father had no schooling. Could a President come from such a humble background? President Lincoln was not just a President, he is often recognized as one of the best to ever hold the office.

Honest Abe, as he was often called, always gave the extra effort needed to be a success. Whether the job was splitting logs, being a lawyer, or being President, he always gave it his best. Dealing with the Civil War required a man who gave his best.

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Documents free of errors make a good impression. When a document has no errors, readers can focus on the content. Errors distract readers and can cause them to think less of the message.

Therefore, it is important to proofread the final copy of a document several times to make sure it contains no errors before it leaves your desk. Readers of error-free documents form a positive image of the person who wrote the message.

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When a positive image of the person who wrote the message is formed, the message is more likely to succeed. Remember, you never get a second chance to make a good first impression.

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