

Name _____

Date _____

Editing and Proofreading an Informational Memo

Below you will find an informational memo that contains 10 mistakes. Find all the errors by circling them.

4246 Cessna Drive
Silver Lake, IN 46982

25, 2012 April

Dear Mr. Whitehead

Irregardless of you're personal tastes, a clean home is important to any family. Therefore, me and my husband are offering a one-day cleaning class to children in the neighborhood. Its an opportunity for your childs' to learn how to keep they're rooms and other spaces tidy, and to make them more independant. If your interested, please call us at 523-4283 for more detials.

Yours truly,

Roberta M. Crotty

Name _____

Date _____

Answer Key: Corrections in Red

4246 Cessna Drive
Silver Lake, IN 46982

April 25, 2012

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