Activity 21: HOMONYMS

New Skills Reinforced:

**In this activity, you will practice how to**:

1. manually proofread for grammatical errors.

Activity Overview:

One of the most valuable tools in Word is the spell check tool. Unfortunately, many users rely on this tool to find misspelled words without realizing that a word may be spelled correctly but it is not gramatically correct. For example, spell check will not find the following mistake: I no what you are thinking. Two words that sound the same but are spelled differently are known as homonyms. In this case the word “no” is not used correctly and should be replaced with “know.”

In this activity, you will use your proofreading skills to find a series of words that are not gramatically correct.

Instructions:

1. Carefully **read** the letter shown in **Figure 21-1** and **locate** the **words incorrectly used**. **Hint: There is a total of 25**.

**NEW SKILL**

1. Open a NEW blank Word document.
2. Insert a **header**: Name Homonyms Date
3. Starting on the first line of the document, type a list of the words used incorrectly, separating each by hitting the ENTER key. Next to each incorrectly used word, type the correct word, separating the two words by a comma. Example: no, know
4. **Number** the list using the **auto numbering** feature.
5. Carefully **proofread** the document for spelling, grammar, and accuracy.
6. **Save** the document as **class\_lastname\_Activity 21** to your desktop and drag to blue folder.
7. **Print** the document if required by your instructor.

Figure 21-1

100 Main Street

Anytown, USA 00001

November, 26, 2008

Sophie Lucente Jacksonville Hi School 25 Dover Avenue

Jacksonville, FL 32218 Deer Sophie:

Hair is a typical block style business letter. There are many mistakes in this letter. Most will knot be found when using spell check. So you may ask, “How do I fined them awl?”

Of coarse you are aloud to use spell check, but isle expect that you will read each document carefully before handing it in. Most of the thyme you will no just how many errors you have placed in the document. Their could be five, ate, or even twenty. Be shore to actually read your documents before printing them. Your skills in finding grammatical errors will improve greatly as a result of exercises such as this. Four each assignment ewe create, follow these steps. First, type the assignment. Next, run spell check. Last, read the document looking for grammatical errors. Simple ax like these will have a great affect on your grayed. Just take you’re time to look for a needle in the haystack of words.

Homonyms are words that are pronounced the same but have different meanings and spellings. Each document mussed be spell checked but something moor also kneads too be done. If you only spell check, many errors will be mist.

Sincerely,

Ms. Turner Business Teacher