

ACTIVITY 9: HOMONYMS

New Skills Reinforced:

In this activity, you will practice how to:

1. manually proofread for grammatical errors.
2. use the auto numbering feature.

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 grammatically 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 grammatically correct.

Instructions:

1. Carefully read the letter shown in **Figure 9-1** and locate the words incorrectly used.

Hint: There is a total of 25.

2. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

NEW SKILL

4. Retype the letter with the corrections underlined and bold. When finished, type a list of 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.

NEW SKILL

5. Number the list using the auto numbering feature.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as | First & Last Name, HOMONYMS
8. Email file to your instructor. Subject line should be the same as your document name.

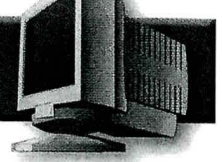


Figure 9-1

100 Main Street
Anytown, USA 00001
November 26, 2008

Sophie Lucente
Jacksonville Hi School
25 Dover Avenue
Jacksonville, FL 32218

Dear Sophie:

Hair is a typical block style business letter. There are many mistakes in this letter. Most will not be found when using spell check. So you may ask, "How do I find them all?"

Of course you are allowed to use spell check, but I expect that you will read each document carefully before handing it in. Most of the time you will not just how many errors you have placed in the document. There could be five, ten or even twenty. Be sure 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. For each assignment we create, follow these steps. First, type the assignment. Next, run spell check. Last, read the document looking for grammatical errors. Simple as these will have a great effect on your grades. Just take your 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 must be spell checked but something more also needs to be done. If you only spell check, many errors will be missed.

Sincerely,

Ms. Turner
Business Teacher

2

4

14

5