

GNVQ ICT Unit 1 Revision - Proof Reading Exercise

Look at the following document, there are 12 possible errors/items missing. Can you find them all?

25 The Avenue
WOLVERTON
Burnshire WO51 9MB

11 June 20002

Dear Mrr Allen

I am very pleased to to report a rise once more in sales figures this year. My staff have worked hard to achieve the best branch results in the country,

We have discussed the possibility of cash bonuses and I hope that I may now have permission to go ahead with this. The Employee of the month seems to be a very good idea and could well lead to even better sales figures!! Could you please let my know you're decision as soon as possible..

I look forward to hearing form you.

Yours faithfully

Piers Joseph

e-mail bradtown.transglobal@gsn.net

This kind of question is VERY popular in the Unit 1 exam.