

GNVQ ICT Unit 1 Revision - Proof Reading Exercise

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

	Christopher Smith
	52 Ragpath Lane Roseworth STOCKTON-ON-TEES TS19 5RF 01642 805456
15 th of December 2005	
Mr J Williams Manager Datalink Ltd 19 Harewood Lane HIGHTOWN MG34 5RD	
Dear Mr Williams	
Data Security	
Thank you for you letter of the 20 December enquiring about or new range of data security systems.	
I can confirm that we can install the security software that you have requested within 10 days of the order being placed.	
I have enclosed a copy of our new catalogue and price list. Should you require any further details, please do not hesitate to contact me.	
Your truly	
<i>David Jones</i>	
Chris Smith	

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