

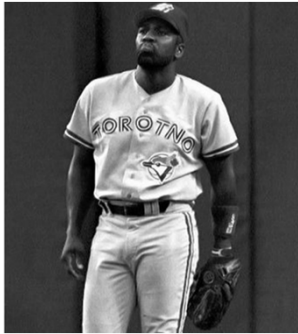
PROOFREADING 101



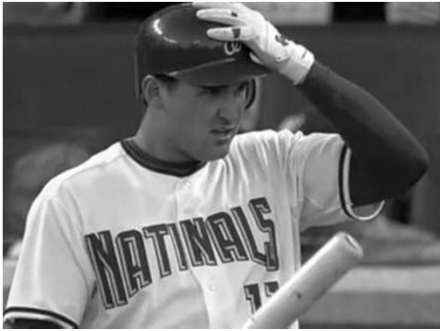
**PROOFREADING
IS HOW YOU QC YOUR
PROPOSALS, CONTRACTS,
REPORTS, E-MAILS, TEXTS,
TWEETS, AND ANYTHING
ELSE WRITTEN.**

**PROOFREADING
IS YOUR LAST CHANCE
TO GET IT RIGHT.**

**PROOFREADING
CAN SAVE YOU FROM
EMBARRASSMENT AND
IMAGE DEGRADATION**

















Clothes that
compliment
your confidence.

At Paul Stuart,
we believe clothes
should be an extension
of your personality, not
a distraction from it.
What you wear should
be about who you are.
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and customer,
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collar suit is a perfect fit.
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**PROOFREADING
CAN SAVE YOU FROM
EMBARRASSMENT AND
IMAGE DEGRADATION
AND A WHOLE LOT WORSE**

EFCO "assumes no liability for loss or damage arising from delay or nonfulfillment of contract by reason of fires, strikes, delays in transportation, regulations of the United States Government, or any cause which is unavoidable or beyond its control."

VS.

EFCO "assumes no liability for loss or damage arising from delay, or nonfulfillment of contract by reason of fires, strikes, delays in transportation, regulations of the United States Government, or any cause which is unavoidable or beyond its control."

**PROOFREADING
CAN SAVE YOU FROM
EMBARRASSMENT AND
IMAGE DEGRADATION
AND A WHOLE LOT WORSE
IF YOU KNOW HOW TO
DO IT RIGHT.**

**The
Cut-and-Paste
Gremlin**

The Header/Footer Gremlin

EXERCISE NO. 1



Review 123 Main Street
123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 100,0"x10.0", 1000,000-sq ft. footprint. Overall, the buildings comprised of 3,75,000 sq. ft, 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold
On June 15, 2002, staring at 9:00 PM, the So & So Associates Mold Team (SS&AMT), conducted a review the building for evidence of mold. The review itself was a So & So Level I "no-disturbance" review, e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

Mold Found in he Caller
The team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the East cellar walls. The nature of the substance suggested to the team that more tests were necessary. The team took serial samples for testing.

Result of Laboratory Testing
Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

fi yuo cna raed tihs, yuo hvae a sgtrane mnid,
too. Cna yuo raed tihs? Olny 55 plepoe tuo fo 100
anc.

i cdnuolt blveiee taht I cluod aulaclyt uesdnatnrd
waht I was rdanieg. Bceasue of the phaonmneal
pweor of the hmuan mnid, aoccdrnig to
rscheearch at Cmabrigde Uinervtisy, it dseno't
mtaetr in waht oerdr the ltteres in a wrod are,
the olny iproamtnt tihng is taht the frsit and lsat
ltteer be in the rghit pclae. The rset can be a taotl
mse and you can sitll raed it whotuit a pboerlm.
Tihs is bcuseae the huamn mnid deos not raed
ervey lteter by istlef, but the wrod as a wlohe.
Azanmig huh? yaeh and I awlyas tghuhot slpeling
was ipmorantt! if you can raed tihs forwrad it.

Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Review 123 Main Street

123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 100.0"x10.0", 1000,000-sq ft. footprint. Overall, the buildings comprised of 3,75,000 sq. ft, 75,000 on the basement, and 100,000 on each of the other three other floors.

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Mold Found in he Caller

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Result of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Review of 123 Main Street

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Mold Found in the Cellar

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Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Review of 123 Main Street

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Review of 123 Mann Street

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Review for Mold

On June 15, 2002, staring at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review," e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

Mold Found in the Cellar

The Team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took serial samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

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- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
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- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Review of 123 Mann Street

123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 100.0"x10.0", 100,000-sq ft. footprint. Overall, the buildings comprised of 3,75,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

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On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review," e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

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The Team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took serial samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Review of 123 Mann Street

123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the buildings comprised of 375,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review," e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

Mold Found in the Cellar

The Team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took serial samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Review of 123 Mann Street

123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the buildings comprised of 375,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review," e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

Mold Found in the Cellar

The Team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took serial samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Review of 123 Mann Street

123 Mann Street is 3.2-acre plat of land improved with a three-story brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the buildings comprised of 375,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review," e.g., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily options.

Mold Found in the Cellar

The Team's canvas of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took serial samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a sever infection of a particular stain of mold requiring attention. Nonetheless, in our judgment, immoderate evacuation of the Mann Street building is necessary.

Review of 123 Mann Street

123 Mann Street is 3.2-acre plot of land improved with a three-story brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the buildings comprised of 375,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review"; i.e., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily operations.

Mold Found in the Cellar

The Team's canvass of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took several samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a severe infestation of a particular strain of mold requiring attention. Nonetheless, in our judgment, immediate evacuation of the Mann Street building is necessary.

Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

Review of 123 Mann Street

123 Mann Street is 3.2-acre plot of land improved with a three-story brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the buildings comprised of 375,000 sq. ft., 75,000 on the basement, and 100,000 on each of the other three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review"; i.e., the Team did move any furniture other than chairs, remove any wall coverings, or take other similar action hat would have affect on ongoing daily operations.

Mold Found in the Cellar

The Team's canvass of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar walls. The nature of the substance suggested to the Team that more tests were necessary. The Team took several samples for testing.

Results of Laboratory Testing

Results of the laboratory testing shows that the basement wall in question was a severe infestation of a particular strain of mold requiring attention. Nonetheless, in our judgment, immediate evacuation of the Mann Street building is necessary.

Review of 123 Mann Street

123 Mann Street is a 3.2-acre plot of land improved with a three-story-plus-basement brick facade building with a 1,000.0-ft. x 100.0-ft., 100,000-sq.-ft. footprint. Overall, the building comprises 375,000 sq. ft., 75,000 in the basement, and 100,000 on each of the three other floors.

Review for Mold

On June 15, 2002, starting at 9:00 AM, the So & So Associates Mold Team (Team) conducted a review of the building for evidence of mold. The review itself was a "So & So Level I No-Disturbance Review"; i.e., the Team did not move any furniture other than chairs, remove any wall coverings, or take other, similar action that would have affected ongoing daily operations.

Mold Found in the Cellar

The Team's canvass of the cellar area revealed the presence of a black, splotchy substance adhering to the inside of the east cellar wall. The nature of the substance suggested to the Team that tests were necessary. The Team took several samples for testing.

Results of Laboratory Testing

Results of the laboratory testing show that the basement wall in question was experiencing a severe infestation of a particular strain of mold requiring attention. Nonetheless, in our judgment, immediate evacuation of the Mann Street building is not necessary.

EXERCISE NO. 2



Serial Review of:

- Heads
- Subheads
- Subsubheads
- Names/Proper Nouns/Capitalization
- Numbers
- Spelling/Slipshod Synonyms/Accidental Words/Hazardous Homophones
- Omissions/Making Sense

ANALYSES OF TEST RESULTS

Project

The project, known as the 'Alcott House,' is a 42 acre unimproved property located at 96 Johnson Road, Iffell, IL. The residents, comprising about one tenth the lot, has a foundation of stone who's origin is unknown. It's three above-grade stores have a footprint approximately 40x-by-30x feet, for about 3,200 overall, including 700 sq ft in the basement. So & So Associates (SSA) contacted with Rippitup Developers, LLC, to evaluate the residence for structural soundness, asbestos, and mold

Methodology

SSA began it's study on November 8, 2002, using simple tools, i.e. flashlights. John Davis, a Professional Engineer, lead the effort.

ANALYSES OF TEST RESULTS

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The project, known as the 'Alcott House,' is a 42 acre unimproved property located at 96 Johnson Road, I feel, IL. The residents, comprising about one tenth the lot, has a foundation of stone who's origin is unknown. It's three above-grade stores have a footprint approximately 40x-by-30x feet, for about 3,200 overall, including 700 sq ft in the basement. So & So Associates (SSA) contacted with Rippitup Developers, LLC, to evaluate the residence for structural soundness, asbestos, and mold

Methodology

SSA began it's study on November 8, 2002, using simple tools, i.e. flashlights. John Davis, a Professional Engineer, lead the effort.

ANALYSIS OF TEST RESULTS

Project

The project, known as the "Alcott House," is a 42-acre improved property located at 96 Johnson Road, I feel, IL. The residence, comprising about one-tenth the lot, has a foundation of stone whose origin is unknown. Its three above-grade stories have a footprint approximately 40 by 30 feet, for about 4,300 sq. ft. overall, including 700 sq. ft. in the basement. So & So Associates (SSA) contracted with Rippitup Developers, LLC, to evaluate the residence for structural soundness, asbestos, and mold.

Methodology

SSA began its study on November 8, 2002, using simple tools; e.g., flashlights. John Davis, a professional engineer, led the effort.

Findings

Although S&SA noticed waier damage in the attic, mold and other serious problems were found. No signs of rot were evident. Our limited inspection indicted the roof was sound. Signs of water leakage was observed.

The foundation wall fronting Johnston Road, does not posses waterproofing or vapor barriers. Some mold was visible inside and samples were taking of testing. Pipes into and out of the furnace was sheathed in Asbestos. Examination showed that the covering was sound and presented cause for serious concerns.

Concussions

The 'Alcott home' while structurally sound, needs mediation to affect environmental clean-up and insure compliance.

Findings

Although S&SA noticed water damage in the attic, mold and other serious problems were found. No signs of rot were evident. Our limited inspection indicated the roof was sound. Signs of water leakage was observed.

The foundation wall fronting Johnston Road, does not possess waterproofing or vapor barriers. Some mold was visible inside and samples were taken for testing. Pipes into and out of the furnace were sheathed in Asbestos. Examination showed that the covering was sound and presented cause for serious concerns.

Conclusions

The 'Allcott home' while structurally sound, needs remediation to affect environmental clean-up and insure compliance.

Findings

Although SSA noticed water damage in the attic, mold and other serious problems were not found. No signs of rot were evident. Our limited inspection indicated the roof was sound. Signs of water leakage were observed.

The foundation wall fronting Johnson Road does not possess waterproofing or vapor barriers. Some mold was visible inside and samples were taken for testing. Pipes into and out of the furnace were sheathed in asbestos. Examination showed that the covering was sound and presented no cause for serious concern.

Conclusions

The Alcott House, while structurally sound, needs remediation to effect environmental clean-up for purposes of compliance.

**Our next webinar is titled
"IF IT ISN'T IN
WRITING, IT DIDN'T
HAPPEN."**

**THE DATE IS
DECEMBER 12**

Questions?

Just e-mail
john@bachner.com

Thank you!