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## Proofread a Letter

**Spelling, Capitalization, and End Marks** Proofread this letter. Find seven misspelled Basic or Review Words and three mistakes in capitalization and end marks.

Dear Matthew,

How thrilled I am to hear about your summer job. As I've always said, a respect for hard work is of supreme importance.

Can I coax you to take some advice? be a team player. Your fellow workers must rely on you. Try to exceed their expectations.

If you disagree on a matter, do it politely. If you need help, ask. No one can reproche you for trying to learn. Above all, don't let mistakes defeat you. Just devote yourself to each task, and you'll succeed.

What a big step this is in your life! Let me know how it goes.

With great pride and affection,

Grandpa



Proofreading Marks
¶ Indent
^ Add
⊙ Add a period
✂ Delete
≡ Capital letter
/ Small letter

### Basic

- supreme
- bracelet
- mute
- strive
- faithful
- devote
- rhyme
- succeed
- coax
- rely
- conceal
- forgave
- lonesome
- delete
- confine
- exceed
- terrain
- reproach
- abuse
- defeat

### Review

- disagree
- compose
- awake
- unwise
- release

### Challenge

- rely
- seize
- refuse
- advise
- name

Write a letter of advice to a friend or family member.

- Think of a situation for which you can offer helpful advice.
- Use some Spelling Words, commands, and exclamations.
- Proofread your work for spelling, capitalization, and end marks.



5th Grade Proofreading

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