

EFFECTIVE WRITING

Practice task

PURPOSE OF TASK: To give you an opportunity to practise proof reading a piece of text and correcting its mistakes, with a view to identifying your strengths and weaknesses in the areas of grammar, spelling and punctuation.

THE TASK

1. Carefully read the passage below, which contains a number of errors in use of English, such as grammar, spelling, punctuation and vocabulary.
2. Underline the errors.
3. Write your corrections in the spaces between the lines. There is no need to rewrite the whole passage.

You can use the following information sheets to help you with this:

Academic writing [\[link\]](#)

Punctuation checklist [\[link\]](#)

Apostrophes [\[link\]](#)

Homophones [\[link\]](#)

THE PASSAGE

Early preparation for employment can have a major affect upon an individuals later working life and especially on there earning capacity One effect of this preparation are a greater awarness of the labour market. This includes a better understanding of the skills qualities and attrbutes require by employers as well as knowledge of the range of career open to gradautes of different disciplines. John cauldwell off the Great Britian Agency for Employers (GBAE), commenting last week on, student's readiness for work, said A degree is no longer a passport to success. We beleive that students leaving university need to be equipt for professional life.

In recognition of value of specific training for the world of work, some forward-looking universities is incorporating more work-related training into there courses. Goverment initiatives is supporting this change Universities will be expected to provide personal development planning, work-related learning and similiar opportunity for courses that will orientated students to the work-place. Future employees should definately have a easier time settleing into work.