



SABINA BROWN
professional **secretarial** and office **management** services

QUICK QUIZ: SPOT THE MISTAKES!

How many mistakes can you spot in the following poem?

I halve a spelling checker,
It came with my pea see,
It plainly marks four my revue
Mistakes I dew knot sea.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write,
It shows me strait aweigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the era rite
Its rarely ever wrong.

I've sent this massage threw it,
And I'm shore your pleased too no
Its letter prefect in every weigh;
My checker tolled me sew.

How many did you find?

- 35 – 40 You rarely make a spelling or grammatical mistake.
- 20 – 30 Be careful, don't just rely on the spell checker!
- 0 – 20 Get someone to proof read everything you send out to clients.

If you run this through a spell checker, very few of the errors are highlighted. It's a fact that it is much easier to spot someone else's mistakes than your own. Therefore proof reading is recommended before sending copy to the printer or releasing business material to clients.

Note: The origin of the poem is unknown.