



PRESTWICK HOUSE, INC.

“Everything for the English Classroom!”

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Dear Potential Candidate:

Thank you for your interest in Prestwick House. As I am certain you realize, a company that produces and sells materials to English language arts teachers for use with and by their students must be exemplary in the correctness of its own language usage. It is for this reason that the role of the proofreader is essential.

Attached are several pages representative of the types of documents we will be asking you to proofread: reading passages, instructions, multiple-choice questions, and answer keys. Each of the attached passages contains the most typical types of errors you are likely to encounter as a proofreader: letter inversion, spelling errors, incorrect use of homonyms and homophones, subject-verb and pronoun-antecedent agreement errors, and basic sentence structure problems including run-on sentences and sentence fragments.

Please take a few minutes of your time and proofread the attached pages as you would if they were a document we'd asked you to proofread. In addition to making the correction, we ask that you use the comment function in Word to offer a brief explanation of why you have made that particular correction. For example, indicate that you are correcting a sentence fragment, or run-on sentence, etc.

Please note that some of the passages are intentionally poorly written as they are to be used as exercises for students to rewrite, etc. We ask that you be very careful not to edit for style, but simply to proofread for grammatical, mechanical, and syntactical errors.

Again, thank you for your interest in Prestwick House, and we look forward to the possibility of working with you.

Sincerely,

Paul Moliken,
Senior Editor