

Easy Proofreading Wins with Microsoft Word by Dr Chris Little & Matthew Street, Keele University is licensed under a <u>Creative Commons</u> <u>Attribution-NonCommercial-ShareAlike 4.0 International License</u>.

Proofreading Exercise and Quiz

Read the following paragraph and keep a note of how many typographical errors (typos) you can find.

In this paper I will analyze obesity and the factors which have contributed towards increases in obesity and the reasons as to why obesity has become such a massive global issue. Due to its steep rise in recent decades, obesity should be classes as disease according to some experts. (Jensen et al, 2013).

Maguire & Haslam 2010 argue that obesity is not a disease but a normal response to an abnormal environment, in either case obesity is classed as condition in which excess body fat increases the risk of other diseases, including stroke, diabetes, hypertension, musculoskeletal disorders and cancer, just to name a few (Public health England, 2015). BMI (body mass Index) greater than 30 is used as an indicator for obesity (Public Health England) and more recently measurement of waist circumference has been introduced to determine health risks associated with overweight and obesity. (HSIC, 2014)

Obesity tends to run in the family, and the link between genetics and obesity has caused much of a debate. Nevertheless, researchers agree that genetic makeup has not changed significantly in the last few decads. (Stroebe, 2008) Several studies have confirmed that genetically linked obesity only accounts for 5% of all obesity rates and is usually associated with a single gene mutation (Bouchard & Rankinen, 2008). Instead, focus is guided towards environmental and behavioural changes in our societies, which have led to excess calorie intake and dramatic decrease in physical activity. (Cavill and Roberts, 2011).

We're going to test your proofreading and error-spotting skills! The answers to the following quiz can be found at the bottom of the page.

- (1) How many double spaces can you find? (This is where someone accidentally types two spaces instead of one) _____
- (2) How many times does the bracketed citation come after a full-stop?
- (3) How many years are cited in this piece? ____
- (4) How many acronyms are used in this piece? ____
- (5) How many incorrectly spelled words can you find? _____
- (6) How many errors does this piece contain?
- (7) How many did Microsoft Word detect? _____

If you would like to test your proofreading skills, feel free to take the online version of this test via: <u>https://goo.gl/2CoS11</u> or <u>www.tinyurl.com/easywordwins</u>

Remember to click 'View your score' when completed to see the correct answers.

The following page will show you all of the typographical errors present in this document.

01. 3, 02. 4, 03. 7, 04. 2, 05. 3, 06. 17, 07. 6
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Uncovering the errors!

In this paper I will (1)analyze obesity and the factors which have contributed towards increases in obesity and the reasons as to why obesity has become such a massive global issue. Due to its steep (2)rise in recent decades, obesity should be classes as disease according to some experts. (3)(Jensen et al, 2013).

- (1) American spelling.
- (2) Double space before "rise".
- (3) Citation should be before the full-stop at the end of the sentence.

Maguire (4)& Haslam (5)2010 argue that obesity is not a disease but a normal response to an abnormal environment, in either case obesity is classed as condition in which excess body fat increases the risk of other diseases, including stroke, diabetes, hypertension, musculoskeletal disorders and cancer, just to name a few (Public (6)health England, 2015). BMI (7)(body mass Index)(8) greater than 30 is used as an indicator for obesity (Public Health England)(9) and more recently measurement of waist circumference has been introduced to determine health risks associated with overweight and obesity.(10) (HSIC, 2014)(11) (12)

(4) Needs to be the word 'and' not the '&' symbol when used in a sentence.

- (5) Date should be in brackets.
- (6) Health should have a capital 'H'.
- (7) Acronyms should always be written in full first, and then abbreviated in brackets.
- (8) Inconsistent capitalisation of text.
- (9) Missing year.
- (10) Double space after full-stop.
- (11) HSIC needs to be full defined first then initialled.
- (12) Citation should be before the full-stop at the end of the sentence.

Obesity tends to run in the family, and the link between genetics and obesity has caused much of a debate. Nevertheless, researchers agree that genetic makeup has not changed significantly in the last few decads(13). (Stroebe, 2008)(14) Several studies have confirmed that genetically linked obesity only accounts for 5% of all obesity rates and is usually associated with a single gene mutation (Bouchard & Rankinen, 2008). Instead, focus is guided towards environmental(15) and behavioural changes in our societies, (16)which have led to excess calorie intake and dramatic decrease in physical activity. (Cavill & Roberts, 2011)(17).

(13) Spelling error: "decades".

- (14) Citation should be before the full-stop at the end of the sentence.
- (15) Spelling error: "environmental".
- (16) Double space before "which".
- (17) Citation should be before the full-stop at the end of the sentence.

In total there are 17 errors here, 11 of which were not picked up by Microsoft Word's spellchecker function. Move on to the 'How to hunt for typos in Microsoft Word' document to see how we can use Microsoft Word to search for these common errors.