

### Task



Hopefully, you took in as much of the information in this 13<sup>th</sup> module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

#### SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

#### Activity #1



10 minutes

Write a paragraph that describes how to make sure your presentations look professional. .

Write or type your answer here

## Activity #2

 10 minutes

This module discusses the importance of punctuation and grammar in presentations. Briefly describe what proofreading is and the benefits of proofreading your work.

Write or type your answers here

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

Google Docs 1\_\_\_\_\_ Checker is an add-on tool for Google Docs. This focuses on consistency and not on the basics and looks for hyphenation errors, 2\_\_\_\_\_ and more. It is an effective way to check all of your 3\_\_\_\_\_ on a more complex level compared to 4\_\_\_\_\_.

5\_\_\_\_\_ is an online service and one of the most effective for those who wish to double-check the 6\_\_\_\_\_ on their business correspondence. The account is free to sign up for, but you must have a paid account to access all 7\_\_\_\_\_.

'Ginger' is a solid 8\_\_\_\_\_ app that offers user-friendly functions. It can be used as a 9\_\_\_\_\_ tool and Google extension. You can sign up for an account without any charges and type or paste text onto the tool to find out 10\_\_\_\_\_.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



## Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

### Activity #1

#### Advice and Feedback

Since writing and presenting go together, it is important that your presentations look professional. To ensure that your presentations look professional, you should always spell check your documents, proofread your work and run a grammar check. Also, when creating your document, bear in mind that you should use a font that is suitable and easy to read. Once you have completed the presentation, try to make it aesthetically appealing with a binder or something to complement your work.

### Activity #2

#### Advice and Feedback

Although most computers come equipped with a spell and grammar checking software, they sometimes miss important mistakes. Proofreading is the process of examining the text in your document and carefully scanning it for any grammar, spelling or styling mistakes. When you proofread, you have the benefit of reviewing your document before it reaches the eyes of your boss. You also have the ability to double-check your work to ensure that the content has everything that it is supposed to have.

### Activity #3

#### Answers

1. Consistency 2. Abbreviations 3. Documents 4. Word 5. Grammarly 6. Grammar  
7. Options 8. Proofreading 9. Desktop 10. Errors

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## SUMMARY

Now that you have studied Module 13, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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