

**ABBREVIATION, CAPITALIZATION, NUMBERS,
AND PUNCTUATION EXERCISE**

If the sentence is written incorrectly, underline the error(s) and write the correction on the line.
If the sentence is written correctly, write OK.

1. There is a vacant apartment at One Main Street. _____

2. A special discount is to be given to Miss Amy Bond. _____

3. Your appointment is for nine a.m. on May 6. _____

4. Please note that your new account number is 52,628. _____

5. Our costs have increased 3 percent this year. _____

6. Thank you very much for your check for ten dollars. _____

7. Our factory is located five miles South of the city of Olean. _____

8. Does the flight leave from International airport? _____

9. Mr. Doan, president of Comstock Lode, will give the keynote address at this years's convention. _____

10. Our next monthly meeting will be held in room 26. _____

11. Many retired executives spend their winters in the South. _____

12. The Senator from Vermont gave a stirring speech. _____

13. Sue is a stenographer in the Washington, D.C. offices of the F.B.I.

14. Phila. Is known as the "City of Brotherly Love." _____

15. Correct the errors in No. 22 on the August mailing list. _____
