


## Spell Checking

Spell checking your documents makes sure that they are presentable and easy to read by others.

## Proof Reading

Proof reading is reading through your document to make sure it makes sense. You would proof read after spell checking because even if the spellings are correct text can sometimes still not make sense.

Use the  icon at the top of the screen to spell check the following text :

Already last year reknowned stylists from the USA, England, Japan, Spain, Austria and Germany meet under the direction of Wella to hold workships in Vienna and Paris, during which they presented avant-garde hairstyles of the most amazing range.

Building on this success with this years continuation of the Trend Vision Concept, Wella created a stage for the stop stylists from the hairdressing seen and simultaneously established a poole of ideas for the hole branch of the trade.

The results of this special Wella Workshop can wrightly be described as the Trend Vision for international hairy fashion.

- ✓ When you have spell checked it using the computer try reading it through to make sure it makes sense.
- ✓ Words underlined in RED are not recognised by Word's dictionary.
- ✓ Words underlined in GREEN have a grammar mistake (like a missing apostrophe)
- ✓ Print out the page and circle any words that are spelt right but are still the wrong word for the sentence.