

# KEY to Proofreading Exercise

## Exercise (a)

1. The baseline risk rating, (comma)
2. based on risk factors one and three
3. starts at Moderate and is raised to High
4. because of the following: (colon)
5. the father's drug and alcohol use,
6. the death of the maternal grandmother has caused stress,
7. and the pending decision of whether to move.
8. In the event the family doesn't move,
9. The condition of the home suggests the children may be unable to have their own rooms.
10. It's obvious from the volatile combination of (risk) factors, combined with the child's age and vulnerability,
11. creates a situation where the risk to the children is higher than one where the mother had taken the apartment offered earlier.

*The sentence and paragraph construction in this example are poor. A re-write of the paragraph would be in order.*

## Exercise (b)

1. (The worker met) face-to-face with the mother, and the child. The owner of the home, (Billy's) paternal grandmother, was also present.
2. (Wilma Mae, Billy's mother,) advised that (her husband) Bill is not the alleged perpetrator of the incident.
3. I told mother that the agency's interest is to resolve the case, even though she doubts our motives.
4. Finally, mother walked to the kitchen. She returned with papers from her attorney.
5. I felt that mother was creating a diversion.
6. Mother told me I should have been there earlier. Her attorney had been to the home, and I could have talked directly to him.
7. I told mother she should contact her attorney before the agency petitions the court.

*Again, sentences and the paragraph need a lot of work. As we all start making entries in PACWIS, it will be more important than ever to avoid initials, jargon, and poorly constructed paragraphs.*

### Exercise ( c )

1. Wherefore, your petitioner prays this Honorable Court . . .
2. determine safety of this child in his own home
3. establish the need for custody. . .
4. rule on the need for a group home . . .
5. and settle Billy Smith's Independent Living status.

*Petitions should be clear in meaning, and direct. In this example, the unnecessary words and non-parallel constructions have been eliminated.*

### Exercise (d)

1. Dear Mr. Shaw, Mr. Laprenski, and Ms. Taylor:
2. I have recently learned that your staff members are not meeting a number of contractual paperwork requirements.
3. I am concerned over possible Department of Public Welfare licensing violations.
4. Xanadu County Children and Youth Services does not want to be cited for items that you can correct.
5. If it is necessary, I will move our children in order to receive adequate services.
6. I hope you understand our position.
7. If *we* failed to comply with the contract, I would expect you to do the same.
8. Regardless, we have the time to correct the problems now.
9. Hoping for a quick resolution,

*The revised letter makes it clear where the problem lies. In the first version, one's not sure who has violated the contract. It is wordy, uses initials, and tends to avoid the point. As with any writing, put yourself in the reader's position and ask what message (s)he is receiving.*