

Simple Ways to Start Sustainable Living (Excerpt)
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PROOFREADING SAMPLE—CORRECTIONS ONLY

Corrected typos, punctuation, grammar, and formatting.

This sample is slightly exaggerated to demonstrate the types of errors a proofreader can correct.

If you don't have ~~clotting-clothing~~ to donate, what are some other first steps you can take? Here are a few ~~samplesexamples;~~:

1. Create a recycling box, ~~at home, and,~~ at your workplace. Collect recyclables each week and take ~~themit~~ to a nearby ~~rRecycling cCenter~~.

2. Take a water bottles ~~s~~ with you wherever you ~~r~~ go. Keep refilling it instead of purchasing water in plastic bottles.

—3. Remember to turn ~~offon~~ the lights when you leave a room.

~~43~~. Repair, ~~and reuse,~~ an item where possible instead of tossing and replacing. Hint: Duct ~~tTape~~ works wonders with lots ~~and lots-~~ of minor repairs.

5. Carpool with friends to an ~~eEvent~~ instead of driving separately.

Those are simple first steps you can take to ~~o~~ create sustainable habits.

LIGHT EDITING SAMPLE—RECOMMENDED CHANGES FOR CLARITY AND FLOW

*Made minor adjustments to strengthen clarity and readability while preserving voice.
This sample is slightly exaggerated to demonstrate the ways a copyeditor can strengthen clarity and flow.*

If ~~it should turn out that you literally can't find any you don't have~~ clothing to donate, what ~~could we consider to be~~ are some other first steps ~~that you might be able to can~~ take? ~~In the following list you will find~~ Here are a few ~~additional~~ examples ~~besides the first example of donating clothing~~:

1. Create a recycling box, ~~which can be created both~~ at home and ~~again~~ at your workplace. Collect recyclables each week and ~~after you have collected them,~~ take them to a nearby recycling center ~~that is nearby~~.

2. ~~Thinking about water bottles, t~~Take a water bottle with you ~~to~~ wherever you go. Keep refilling ~~that same water bottle it~~ instead of purchasing water ~~that comes~~ in plastic bottles.

3. ~~Whenever you leave a room, it's important to r~~Remember to turn off the lights when ~~ever~~ you leave ~~that a~~ room.

4. Repair and reuse an item ~~anytime and every time you find it where~~ possible. ~~You would be repairing and reusing this items every time~~ instead of tossing ~~it~~ and replacing ~~it with a different item each times~~. Hint: ~~You will find that d~~Duct tape works wonders ~~in fixing and helping~~ with lots of minor repairs.

5. ~~If you can e~~Carpool with friends to an event instead of driving separately.

Those ~~items listed above are a handful of~~ simple first steps ~~that~~ you can take ~~in the process of to creating create~~ a sustainable habit.

Edited version:

If you don't have clothing to donate, what are some other first steps you can take? Here are a few examples:

1. Create a recycling box at home and at your workplace. Collect recyclables each week and take them to a nearby recycling center.

2. Take a water bottle with you wherever you go. Keep refilling it instead of purchasing water in plastic bottles.

3. Remember to turn off the lights when you leave a room.

4. Repair and reuse an item where possible instead of tossing and replacing. Hint: Duct tape works wonders with lots of minor repairs.

5. Carpool with friends to an event instead of driving separately.

Those are simple first steps you can take to create a sustainable habit.