Elite Editing

Proofreading Test

***About proofreading at Elite***

Proofreaders at Elite might have their fingers in many different pots. Reliable proofreaders are needed to review everything from sets of social media posts to catalogue copy to full documents.

For sets of social posts, proofreaders typically get two days between assignment and return, and the pay varies from $10 for 12-post sets to $20 for 20-post sets.

Proofreaders working on catalogue copy, calendars, planners, and greeting cards are paid on an hourly basis, and rates vary between $22 and $25 an hour. Turnaround times vary based on length of project but are usually at least two days.

***About completing and submitting this test***

1. When you’ve completed this test (as well as any other tests you’ve decided to take), please [click here](https://app.smartsheet.com/b/form/8f91bc0544724bd381feeb4dd54b3fba) for a submission link.
2. Once you’ve opened the submission link, answer the questions on the upload form, attach *all* completed tests, and then hit “Submit.”

**PLEASE NOTE! Whether you complete one test or all four (or anything in between), you should upload only ONE submission form with ALL completed tests attached.**

1. At this point, you should see a confirmation screen that confirms we’ve received your test or tests. We will respond within 7 days to let you know the results of your test(s).
2. May the forces of zero typos and perfect spelling be with you.

**Proofreading Test**

* Below is a set of eight LinkedIn posts written by our social team for the owner of a pest control company. Your task is to thoroughly proof the text.
* Track your changes! Use Microsoft Word’s Track Changes tool to complete the test.
* Use Microsoft Word’s read-aloud function from start to finish, correcting egregious errors, typos, inconsistencies, and so on.
* Note that in multiword hashtags, every word must be capitalized. This improves accessibility by allowing screen readers to translate the hashtags appropriately.
* Review the spelling of proper nouns by googling them all. When you “ignore” a particular word’s spelling, ignore for all so that you don’t have to check a specific noun more than once. This is most critical for things like company names or products related to the social post member.

| **LinkedIn Posts** |
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| Ever feel like your business is dictating your life?  It's one thing to be a hardworking, dedicated #leader. It's another to be so caught up in your organization that it’s dependent on you for everything and you can't work toward any other #goals.  When I took over #leadership of Thompson Pest Control, we set it up so the company could run without me. Sure, it took time. There were occasions I gave up or postponed things in my personal life because the company needed my attention.  But the year I turned 60, I didn't work for four months. I trained for two months, and then I swam with Swim Across America for two months. The company was fine.  How? We built processes and systems that would propel the company’s #vision forward. It didn't rely on me for success, and it was stronger for it.  If your business is dictating your life, and you don't have a plan to change that, it’s time to do an honest assessment of the organization and your role in it. Start strategizing how the business will run without your constant involvement.  I speak from both first hand and secondhand experience when I say that you and your #team will benefit from the change. |
| As a second generation business owner of Thompson Pest Control, it was my mission to defy the 60 percent failure rate often associated with second-generation businesses. And I couldn't do it alone.  There was a point early on where I was barely holding the business together. I had to ask my brother, Don, to postpone pursuing his doctorate. I needed him at the company.  But we did it. After running Thompson Pest for 20 years, we were honored by Inc Magazine as one of the Top 40 Small Businesses to Work For in the US, and were recognized by NJBIZ as the 2014 NJBiz Business of the Year.  We built Thompson Pest to a point where we could not only sell it, but hand it over to new #leadership with the knowledge we’d put systems in place that would allow the company to #thrive for years to come.  We formed Tick Central, one of the leading tick websites and providers of tick info, education, and products in the country.  And we made room for individual aspirations. My brother earned that doctorate and became a leading tick and bed bug expert. Sarah and I have built a beautiful family, and I've cycled across the country, just like I always planned to.  Every step of #success was made possible by a #team made of #family and team members who became family. And the journey was all the richer for it. |
| #LeadingToGreatness isn't easy.  Sometimes, it feels like just leading to stability is hard enough.  That’s where #persaverance comes in. You keep pushing forward. You keep doing. If you pause, it’s only to look for a better approach to a problem.  I've been there. I've had companies face big changes. I've led through moments when the wrong moves could have meant the end.  I got through because of #vision, #teamwork, and perseverance. I had the #audacity to say we could not just survive, but come out greater than ever.  And you can, too. |
| If you feel like your company is stuck, you're not alone.  Every issue a leader and their organization face has been faced before. Common complaints:  - Lack of #growth  - A team that isn't on board with the #vision  - Lack of the knowledge, #team discipline, and systems needed to implement otherwise solid business principles  Great news: there are solutions. You just have to be willing to tackle each problem head on, with honesty, humility, and #perseverance.  Don't be afraid to ask for help, from both inside your company and outside. Consultants like me bring fresh, objective perspectives and the skill sets and knowledge to create systems that set your organization up for #greatness.  Remember, while #leadership is a big responsibility, it's not one you're meant to carry alone. |
| “When everything seems to be going against you, remember that the airplane takes off against the wind, not with it,” —Henry Ford  John C. Maxwell riffs on this Ford quote with some great points: When the wind is against you and your #team, you have to make a choice.  One choice, the default one, is to let it take control: to drift off course. But then you’re not the #leader. The “wind” is.  The other two choices, to let it sift or lift you, could be used in tandem—but you have to be purposeful about it.  Face challenges with a #growth mindset, and you'll turn obstacles into opportunities to soar. #BeAVisionary #leadership |
| How do you make sure your organization not only weathers a crisis but thrives through it?  Anyone who's worked in pest management knows that the industry is resilient. And pest management professionals (PMPs) continue to prove this as they steer through the ever-evolving challenges brought by covid-19.  The principles that have helped them succeed apply whatever the circumstances, from an unexpected #leadership change to a recession. I'd like to highlight a few:  1. Be flexible. Don't wait to change until your "business as normal" fails you. PMPs who offered cleaning services as early as March are an excellent example of this.  2. Don't let a survival mindset cost you a #growth mindset. Many PMPs have used dips in business as opportunities to build up their employees and strengthen their vision.  3. Stay true to your #vision and #values.  Leaders, what other principles have you found valuable as you lead your companies to #grateness in the face of challenges? |
| There’s a special kind of #teamwork involved in family #business. I couldn't have led Thompson Pest Control the way I did without my brother, Don.  Don graduated from the University of Minnesota with an entomology degree in ’86. He loved bugs—still does—and didn’t want anything to do with the #family business because we sprayed pesticides and all that. I convinced him to come back in ’88.  About two years later, he was off to earn his masters at NYU. They, of course, loved him and offered him a fellowship.  Meanwhile, I was barely holding Thomson Pest together. I’d supported Don in his graduate work, but dad was getting ill, and I’d built the company around working with my brother.  I had to tell him that if he went for that fellowship, he wouldn't have a company to come back to.  Fast forward to 2010ish. Don says, “Bill, I think we're getting closer to the time that I can go get my doctorate.” So, a few days later I go up to Rutgers to talk to the people there.  He has his doctorate in ticks and bedbugs. If he’s not the top #expert in the world, he’s one of the top three. #ExpectGreatness #TeamEffort |
| Your team can't work together toward an unclear or unspecified #vision.  So, how do you make sure your company’s vision is known, understood, and worked toward? One great step is to write a vision statement—a concise, clear statement summarizing the organization’s goals.  Of course, as Sean Peek writes in this article, “It is pointless to hang a vision statement in the lobby or promote it on social media if it is never truly integrated into #CompanyCulture.” You have to revisit it.  And don't just #communicate the statement to your #team. Bring them in on the process, encouraging them to find ways they can best incorporate and work toward the company vision in their roles. #teamwork |