

ENGLISH ASSIGNMENT

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Proofreading Exercise

NSW transport minister Andrew Constance has defended the decision to buy ten new ferries despite the fact people will need to move seats when they go under some Sydney bridges.

Mr Constance said critics needed to "take a chill pill" about the fact passengers on the new River Class ferried would have to move to the lower deck as the vessels approached the Camellia Railway Bridge and Gasworks Bridge on the Parramatta River.

The 10 new river cats are due to be in operation by the end of the year and, unlike the ferries all ready servicing the Parramatta to Circular Quay route, passengers will be able to travel on their rooves.

Explanation:

- 1>Titles should be capitalised
- 2>comma but be placed between clauses
- 3>italicising direct quotes is incorrect
- 4>context requires a present tense whereas a past tense is used hence incorrect
- 5>numbers over 9 must be written as numerals
- 6>its already not all ready
- 7>its "roofs" not "rooves"

Proofreading Exercise

The 2019 final dividends to be paid to our Rio Tinto Limited shareholders will be fully franked. The Board expects Rio Tinto Limited to be in a position to pay fully-franked dividends for the foreseeable future.

On 16 April 2020 we will pay the 2019 final dividend to holders of ordinary shares and holders of ADRS on the register at the close of business on 6 March 2020 (record date). The ex dividend date is 5 March 2020.

Rio Tinto plc shareholders may choose to receive their dividend in Australian dollars, and Rio Tinto Limited shareholders may choose to receive theirs in Pounds Sterling. Currency conversions will be based on the Pound Sterling and Australian dollar exchange rates 5 business days before the dividend payment date. Rio Tinto plc and Rio Tinto Limited shareholders must register their currency elections by 24 March 2020.

We will operate our Dividend Reinvestment Plans for the 2019 final dividend, see our website (riotinto.com) for details. Rio Tinto plc and Rio Tinto Limited shareholders election notice for the Dividend Reinvestment Plans must be received by 24 March 2020. Purchases under the Dividend

Reinvestment Plan are made on or as soon as practicable after the dividend payment date and at prevalent market prices. There is no discount available.

Explanations:

1> singular form is to be used

2> board should not be capitalised because it doesn't mean both the legal term nor a noun

3> hyphen '-' not required

4> comma required after clauses with conjunctive adverb

5> 'S' doesn't need to be capitalised because it's not an abbreviation

6> compound modifier requires hyphen

7> monetary units should not be capitalised

8> monetary units should not be capitalised

9> possessive apostrophe is necessary because it changes the meaning of the sentence from "notice for election of shareholders" to "election notice distributed to shareholders"

10> prevalent makes no sense hence 'prevailing' must be used