

Task 2

(Correction Key)

Instructions: Use the Edit Checklist to help you identify and correct the errors in the following absentee report.

ABSENTEE REPORT: OCDT BILARDEAU

6 June

On Sunday 10 May I ~~returned~~ to the ~~military~~ base ~~in~~ St. Jean at around 2100 ~~hrs~~. A few minutes later, around 2130 ~~hrs~~ I went ~~to~~ ~~OCDA~~ Bilardeau's ~~room~~ to see if he ~~was~~ there. I ~~noticed~~ that the door ~~was~~ open ~~so~~ I went ~~in~~ ~~see~~ I was able to see that his bed ~~was~~ not made and some of his military things (ID card, ration card) ~~were~~ left on the pillow. On closer inspection I ~~realized~~ that none of his personal things were there. Lt Brown will be able to confirm these observations as he was there when I went into ~~OCDA~~ Bilardeau's ~~room~~.

~~On~~ Monday morning ~~at~~ 11 May ~~I~~ went to see Capt Arthur ~~to~~ inform him that ~~OCDA~~ Bilardeau had not returned. It was approximately 0800 ~~hrs~~.