**PROOFREADING & TEXT PROCESSING**

**Article adapted from ‘Practical Classics’, March 2012.**

**NB: ‘Gilbern’ is spelt correctly.**

The Gilbern Car

Dispite producing more than a thousand cars over nearly 15 years, the name Gilbern fails to ring a bell with most people. This is a shame because it made some gret cars. Nowadays, all that most Gilbern cars can hope for is a bit of head scratching from admirers before they addmit defeat and ask what it is. With a car so poorly recalled by the general public, you might assume that Gilberns were a sails nightmare in their day, but nothing could be further than the truth. Even after the factiry closed down in 1973, the Cardiff dealer Donald Snow sold the six cars he had in the show room for the list price, with nothing more than an engine warranty from Ford. Selling the cars was never the problem, making the cars in the first plaice seemed to be the hard bit. Back in 1959, it didn’t seem hard at all. Giles Smith, a master pork butcher who lived near Cardiff, wanted a special sports car. By chance, he met a German-born ex-prisoner of war who had marid an English girl and staid on in Britain after the war. He had worked for a company in Kent that made glassfibre special bodies and – realising that they had a few ideas in common – the pair imbarked on building a car from scratch.

They completed the prototype in the Sprung of 1960. A local racing driver, Peter Cottrell, droped by to inspect the car and quickly realised it was far two good to be a one-off. With the benefit of Peter’s considerable experience and expertise, the Gilbern GT became the first of many. They set up in some outbuildings around the back of the butcher’s shop and began to produce cars at the rate of about won every eight weeks, selling to racing drivers like Peter or other local enthusiasts. Early cars cost from £845 rising to nearly £1300. An appearance at the Racing Car Show and some favourable magasine articles led to a waiting time of more than a year by 1963. It was time to branch out.

Production rose throughout 1964 and 1965 with more than one car a week rowling out of the factory near Cardiff. By 1966 there were nine dealers around the country and more on the way. Sales continued to grow and the company peeked in the early 1970s with a total of seventeen dealers and a workfarce of one hundred. However, industrial unrest, competition in the market and a lack of investors led to the company collapse in March 1974. Only sixteen workers were left to be made redundant, although most of these returned in the fitful restarts during the rest of the decade. The last Gilbern was registered in 1993, too decades after Wales’ only car firm fizzled out, leeving behind a legacy of some of the most unusual and underrated cars produced enywhere in Britain.

**TASK 1**

1. Open the document called the Gilbern Car and save into your personal space
2. Centre the heading, embolden and put in spaced capitals.
3. Proof read the text and correct all the errors (there are 20 errors)
4. Fully justify all text.
5. Change the font size to 12 and a font type Comic Sans
6. Change to no line spacing
7. Position and resize the picture
8. Insert a border around the text
9. Remove the paragraph indentation so that it is all left aligned
10. Insert the following text after the third paragraph:

Some of the noteworthy points are:

* Non-rust glass-fibre coachwork
* Classic, sporting lines
* High quality finish
* Saloon car comfort for four people
* Fully reclining seats
* Two-speed wipers
* Wide choice of colour and trim
1. Put the text into two columns and adjust the font size so that the text fills both columns.

**TASK 2 EVALUATION OF WORK**

1. Reduce the size of your page so the full document is showing and take a print screen
2. Copy and paste into a Word document and save a copy to your personal folder
3. Using callouts, annotate your work explaining the different formatting tools you have used.
4. Insert a text box at the top of the page and insert the following text: PROGRESS I HAVE MADE
5. Print a copy of your work and give to your teacher for assessing