

TEXTUAL EDITING – CLASS EXERCISES

EXERCISE 1:

Read the following letter to the editor and answer the questions that follow:

WHERE IS UBUNTU?

Caroline of Melville writes:

How long are we going to live like this?
I've got something on my mind which
I must get off my chest. Arriving in Gauteng
crime is the main topic of conversation. People
are no longer safe in their own homes. There
are people in our community that really
want to see others suffer. Every day in the
news you hear that someone was killed or
a bank was robbed. Security has to be beefed
up.

I have been a victim and shot myself so
I know what it feels like. Innocent people
are victims of these attacks. It takes you 31
days to work for your salary and yet someone
who is not prepared to work for their living,
takes one second to take it away from you.

Where has the spirit of UBUNTU gone?
It is time to do something and stop doing
nothing. Talking is not the solution.

What bugs me is that we are afraid of
reporting incidents to the police. Is it
because we have lost confidence in
them or because we don't care? Each
of us are responsible to work together
to fight this crime. Don't let them get away
with crime, stand up for your rights.

1. Rewrite the third sentence, eliminating the MISRELATED PARTICIPLE. (2) *upon arrival to ...*
2. The writer ends the first paragraph with an idiom. What is meant by saying that someone needs to 'be beefed up'? *improved* (2) *reminding*
3. Rewrite the opening sentence of the second paragraph, eliminating AMBIGUITY. *I have been shot ...* (2)
4. The last sentence of the letter contains an example of incorrect punctuation. Rewrite the sentence correctly. *(crime, stand) common phrase* (2)
5. The two underlined sentences contain errors of concord; identify and correct them. *someone = his or her living ... Each of us is ...* (4)
6. The last paragraph begins with a colloquialism. Identify it and comment on its appropriateness or otherwise. *bugs - not appropriate in letter to editor* (3) *what annoys me / irks me ...*

Total [15]

Publication Editing With Exercises

Jianjun Gao



Publication Editing With Exercises:

The Copyeditor's Workbook Erika Buky, Marilyn Schwartz, Amy Einsohn, 2019-05-14 Put your editing skills into practice with this new companion to the handbook on every copyeditor's desk The Copyeditor's Workbook a companion to the indispensable Copyeditor's Handbook now in its fourth edition offers comprehensive and practical training for both aspiring and experienced copyeditors Exercises of increasing difficulty and length covering a range of subjects enable you to advance in skill and confidence Detailed answer keys offer a grounding in editorial basics appropriate usage choices for different contexts and audiences and advice on communicating effectively with authors and clients The exercises provide an extensive workout in the knowledge and skills required of contemporary editors Features and Benefits Workbook challenges editors to build their skills and to use new tools Exercises vary and increase in difficulty and length allowing users to advance along the way Answer keys illustrate several techniques for marking copy including marking PDFs and hand marking hard copy Book includes access to online exercises available for download

The Complete Editor Edward Mullins, James Glen Stovall, 2015-10-05 Filled with abundant exercises The Complete Editor provides readers with many resources actively learn about copyediting headline writing decision making relationships with writers graphic presentations photo editing and layout and design It also contains a separate chapter on legal principles that an editor needs to understand This efficient and well written text gives readers basic information about the essential topics at hand

The Editor's Companion Janet Mackenzie, 2011-06-27 The Editor's Companion explains how to adapt the traditional skills of editing for digital production

Stedman's Medical Transcription Skill Builders Thomas Lathrop Stedman, 2006 This text with accompanying CD ROM provides medical transcription students and professionals with nearly 50 comprehensive reports that will teach them how to transcribe accurate and reliable reports Included are medical transcription exercises with recorded dictation reports surgical terminology with definitions and illustrations when applicable proofreading exercises to ensure the report is transcribed accurately and editing exercises which involve correcting the physician's grammatical errors and rewriting the report to make doctors notes readable and understandable Answer keys with errors highlighted and appropriate remediation are given for each section and audio pronunciation for the medical terminology section is on the CD ROM This reliable resource will not only save educators time in making up their own exercises but will also help students and veteran transcriptionists gain confidence in transcribing their reports

Medical Transcription Skill Builders Stedman's, Lippincott Williams & Wilkins, 2005-10 This text CD ROM package equips medical transcription students and professionals with the terminology knowledge transcription practice and proofreading and editing skills to succeed in the field of cardiology The book provides thorough coverage of terminology encountered in cardiology transcription with definitions descriptive illustrations and cross references to sample reports Fifty proofreading and editing exercises with answer keys are included A bonus CD ROM contains audio dictation files encompassing various cardiology topics dictation styles and accents Answer keys provide

remediation for common errors The CD ROM also includes an audio pronunciation glossary crossword puzzles and matching fill in the blank multiple choice figure labeling and spelling bee exercises

The Routledge Handbook of Magazine Research David Abrahamson, Marcia R. Prior-Miller, 2015-06-05 Scholarly engagement with the magazine form has in the last two decades produced a substantial amount of valuable research Authored by leading academic authorities in the study of magazines the chapters in The Routledge Handbook of Magazine Research not only create an architecture to organize and archive the developing field of magazine research but also suggest new avenues of future investigation Each of 33 chapters surveys the last 20 years of scholarship in its subject area identifying the major research themes theoretical developments and interpretive breakthroughs Exploration of the digital challenges and opportunities which currently face the magazine world are woven throughout offering readers a deeper understanding of the magazine form as well as of the sociocultural realities it both mirrors and influences The book includes six sections Methodologies and structures presents theories and models for magazine research in an evolving global context Magazine publishing the people and the work introduces the roles and practices of those involved in the editorial and business sides of magazine publishing Magazines as textual communication surveys the field of contemporary magazines across a range of theoretical perspectives subjects genre and format questions Magazines as visual communication explores cover design photography illustrations and interactivity Pedagogical and curricular perspectives offers insights on undergraduate and graduate teaching topics in magazine research The future of the magazine form speculates on the changing nature of magazine research via its environmental effects audience and transforming platforms

Manual Training Magazine ,1899 **Report of the Director of Physical Training** Boston (Mass.). School Committee,1891 *A Practical Guide to Research Papers* James P. Farrelly, Lorraine M. Murphy,1988 **International Record of Medicine and General Practice Clinics** Frank Pierce Foster,1885 *Dr. Chase's Home Adviser and Every Day Reference Book* Alvin Wood Chase,1894 Practice Problems for the Civil Engineering PE Exam Michael R. Lindeburg,2003 More than 430 practice problems with solutions Updated with new codes and standards tested on the exam **Biennial Report** California. State Dept. of Education,1896 1926 28 contains statistical tabulations relative to the public schools of the state Division of Research and Statistics **Bookseller and the Stationery Trades' Journal** ,1891 Reports from Committees Great Britain. Parliament. House of Commons,1879 Publishers' circular and booksellers' record ,1870 Good Housekeeping Magazine ,1886 **Report** Michigan State Library,1894

The Appraisal Journal ,1943 **Practice** ,1887

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