

Proofreading and Editing Precision 6th Edition

Solution Manual

Chapter 2 • Challenge Exercise Solution

Find the 10 errors in this letter.

SIDWELL SOFTWARE

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November 8, 20--

Mr. Luis Villa, Sales
Acme Computers, Inc.
372 North Washington Road
St. Louis, MO 63102-4772

Dear Mr. Villa:

Associated Writers of America has asked us to have an exhibit at its national convention next summer. We have accepted the invitation and now are putting together a list of items that we will be using for the booth.

Because of the popularity and increasingly widespread use of the new version of Grammaracs 4U, we would like your assistance with part of the display. We want to have information about that software program available for those who might stop at our booth.

Please send me a list of what you can have for us. An addressed envelope is enclosed for your reply.

Sincerely,

Calvin Brown, Manager
Sales and Marketing

tbe

Enclosure

Proofreading And Editing Precision 6th Edition Answers

Larry G. Pagel, Ellis Jones, David Kane

Proofreading And Editing Precision 6th Edition Answers:

Proofreading & Editing Precision Ellis J. Jones,1990 **Proofreading and Editing Precision** Larry G. Pagel, Ellis Jones, David Kane, 2000-07 This activity oriented text is designed to sharpen proofreading and editing skills It provides a thorough review of the rules governing language arts Computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life Also included is the Template CD ROM which provides realistic hands on experience in loading proofreading editing and formatting stored files On screen proofreading is another skill that must be learned and practiced because it is an activity that is performed by anyone who composes communication on computer Document files on the template are identified in the student edition with a CD ROM icon System requirements Word 6 0 Word97 WordPerfect 6 1 and Works 3 0 for Windows 95 or Windows NT Word 6 0 and Works 3 0 for Macintosh *Aie Proofreading Edit Precision* Larry G. Pagel, Robyn R. Hart, South-western Publishing Company, 2005-04 Annotated Instructor s Edition contains solutions appearing on an overprint of the student pages Teaching method instructions are also included *The Balance Sheet*, 1989 *El-Hi Textbooks & Serials in Print, 2005*, 2005 *Proofreading & Editing Precision* Larry G. Pagel, 2011 *El-Hi Textbooks and Serials in Print*, 2006 **Proofreading and Editing Precision** Larry G. Pagel, 2010-01-01 Proofreading and Editing Precision is a comprehensive activity oriented book designed to sharpen proofreading and editing skills It provides a thorough review of the rules governing language arts and applies them in business documents Computerized exercises are integrated to give users practice in proofreading editing and formatting documents just as they would in everyday situations Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Proofreading and Editing Precision** Ellis Jones, David Kane, 1994 This comprehensive activity oriented text is designed to sharpen proofreading and editing skills It provides a thorough review of the rules governing language arts Computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life *Proofreading & Editing Precision* Larry G. Pagel, 2006 **El-Hi Textbooks & Serials in Print, 2003**, 2003 *Vidura*, 2006 *Resources in Education*, 1981 *Whitaker's Books in Print*, 1998 **Words on Cassette, 2002** R R Bowker Publishing, 2002 *Words on Cassette, 1999* Bowker Editorial Staff, Staff Bowker R R, Bowker, 1999-02 **Resources in Education**, 1981 **Australian Books in Print 1996** Thorpe, D. W., Staff, 1996-04 This unique reference provides detailed bibliographic information on in print books published in or about Australia or written by Australian authors There are also details on publishers distributors whose titles are represented as well as information on all trade associations literary awards more **Proofreading and Editing Precision** Ellis Jones, 1996 **Multilingual Computing & Technology**, 2005

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