

Exercise 1: Copy Editing

INSTRUCTIONS: Use the proper copy-editing symbols to correct all the mechanical, spelling and AP style errors in the following sentences. None of the possessives have been formed for you.

During the 1990s, a nine year old girl in Ruston Louisiana won a trophy, 5000 dollars, and a trip to the United States Capital Bldg.

Thomas Shriver Junior an employee of the Roess Company in Fairbanks Alaska has a Ph.D. in economics and will be here Mon, Tues., & Wed.

Prof. Rebecca Malone of Forty-two Fifth Avenue works in the History Department and shares an office in Rm. 247 of the Humanities Bldg.

Afterwards, 7 persons, all United States citizens, testified that the US navy payed the Westinghouse Corporation \$14,200,000 dollars.

"The Washington Post" reported Tue. That the suspect is White, in her 30's, about 5 ft., 2 inches tall, and weighs about one hundred lbs.

Only one media reported that the President of the National Rifle Assn. met with sixteen members of the US Congress on August 23, 2008.

During the 1960's, a committee of the United States Congress estimated that the program would cost \$7 to \$8.4 billion dollars.

The boy, age 7, had 42 cents and said his mother, the Mayor, will attend the P.T.A. meeting Nov. 28 if the temperature remains above 0.

It was an unusual phenomena. During the twentieth century, the odds were 9 to 1 that 80 % of the Mayors would be reelected to a 2nd term.

Moving backwards, the 14 yr old babysitter in martin Tr. Said goodbye, then picked up the bible and ran towards her home on Roe St.

Copy Editing Exercises With Answers

Mary Ann Laun



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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

Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae, 2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

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The Editorial Eye Jane T.

Harrigan, Karen Brown Dunlap, 2003-09-05 A complete guide to editing print and electronic media The Editorial Eye teaches students the skills they need to become professional editors from generating story ideas to correct comma placement Much praised for its accessibility this text covers essential editing skills in an engaging student friendly style This thoroughly revised edition includes new coverage of electronic media and online news along with updated chapters on layout and design

Working With Words Brian S. Brooks, James L. Pinson, Jean Gaddy Wilson, 2019-07-12 Regardless of the medium from print to broadcast to PR to digital Working with Words has you covered With a focus on improving skills in both grammar and style this book serves as an invaluable reference for students throughout their academic and professional careers Helping students become better journalists and media writers the text combines news writing acumen with good journalistic form covering the full spectrum of writing skills from understanding basic methods of style and writing to mastering English grammar and mechanics

Copyediting, a Practical Guide Karen Judd, 1990 Filled with sound practical advice this book is a must if you wish to become an effective copyeditor

Creative Editing Dorothy A. Bowles, Diane L. Borden, 2004 CREATIVE EDITING has been consistently praised by reviewers for its comprehensive coverage excellent organization and currency of issues relevant to editing copy The Fourth Edition continues to live up to this reputation through consistent reinforcement and practical application of editing concepts The book covers all aspects of editing for print and online media and provides ample practice exercises for students to demonstrate that they know how to apply principles from the text This book does not assume that students understand grammar fundamentals It starts with basic language skills and leads students through every phase of a professional copy editor's job The book's textbook/workbook approach allows students to practice their skills as they learn This edition covers editing as it relates to public relations digital editing for Web sources and magazine editing In addition it includes separate chapters on communications law and ethics along with exercises designed to help students understand practical applications of legal and ethical principles

Journalism Exercise and Resource Book DeWitt Carter Reddick, 1985

The McGraw-Hill Style Manual McGraw-Hill Book Company, 1983 From the Blurb A concise and authoritative guide to contemporary standards of editing and book publishing this manual is an indispensable desk reference for writers for students of writing for editors for typists word processor operators and compositors for anyone in short who prepares material for publication and who wants to do it with style Coverage ranges from general standards applicable to any material written for publication rules of spelling hyphenation capitalization abbreviation punctuation and the like to the highly technical conventions used in mathematics electronics computer science chemistry and the life sciences In addition the author offers a wealth of timely information on contemporary English usage the metric system bias in writing and how to avoid it and other topics of current interest to professional writers and editors Step by step procedures are provided for copy editing proofreading and indexing practical suggestions that can just as easily be applied to magazine newsletter and newspaper work as to book production In this era of fast changing technology The McGraw Hill Style Manual

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AALL 1999 Annual Meeting American Association of Law Libraries. Meeting,1999 *Vocational and Technical Resources for Community College Libraries* Mary Ann Laun,1995 **Im W/Tb, Bus English** Guffey,2004-02 **Writing and Editing** Mary Epes,Carolyn G. Kirkpatrick,1992-12 Abstracts of Instructional Materials in Vocational and Technical Education ,1970

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