

Exercise 1-3

Name/Date

Using the standard copy-editing marks, make the changes asked for in the examples that follow:

Indicate a paragraph at the word *now*:

men to come to the aid of the party. Now is the time for all good men to come to the aid of the party.

Capitalize the word *midwest*:

the midwest region, one of the largest industrial regions

Do not capitalize the word *Democratic*:

both speakers extolled the Democratic system

Abbreviate the word *August*:

They asked for a roll call vote on August 1 because

Write out the word *August*:

They want to meet before Aug. in order to

Transpose the words *only won*:

he only won the first relay before leaving the field

Delete the second occurrence of the word *time*:

now is the time time for all good men to come to

Close up the space in the words *an other* so it reads *another*:

he gave an other man his seat in the train

Separate the words *another* and *man*:

he gave anotherman his seat in the train

Exercise 1-6

Using the standard copy-editing marks, make the changes asked for in the examples that follow:

Delete any unnecessary letters or words:

The accident occurred at the intersection of Broad and Main Streets.

Insert the missing word or figure:

The Declaration was signed on July, 1776, in Philadelphia.

Delete the unnecessary comma after the word *stop*:

He played first base, short stop, and center field equally well.

Some words have been run together improperly:

He said the treaty negotiations were a completed disaster.

Insert the appropriate hyphen:

The committee expressed concern about A bombs and H bombs.

Correct the improper spacing:

He acted un interested, but actually was verymuch concerned.

Correct capitalization:

They lived in Albany, N.y., then moved to a new Suburb outside Baltimore, Md., where they remained for 20 Years.

The abbreviations here are awkward:

He was born in Aug. in Tarrytown, and was employed by a large corp. which made auto parts.

Change the Arabic figures to words:

He left 2 books, a bicycle, 4 empty bottles and 3 cedar posts.

Exercise 1-7

This is an exercise in using standard copy-editing marks. Make the changes in the copy that are asked for in the instructions on page 19. Do *not* make any other changes. Follow instructions carefully. Refer to the examples of copy-editing marks on page 10.

New Games, a modern recreation concept recently	1
tested by 400 Carolton residents at a local tournament,	2
will be a regular feature of the citys vacation	3
recreation program.	4
Susan Cristo who coordinated the recent event will	5
also direct a program xxxxxxxxxxxxxx that stresses	6
xxxxxxx active involvement in non-structured games and	7
deemphasizes winning.	8
Other spec ial events planned for children aged six	9
through 13 will be the great "balloon bash," a	10
nature-oriented scavenger hunt, a cretive dramatics day,	11
and a physical fitness award day.	12
traditional camping activities and other events	13
including camping, painting, ice skating, tennis,	14
tumbling, arts and crafts, potteryand baking will be the	15
major focus. Morning classes from 9 A.M. to 12 noon and	16
afternoon sessions from 1 to 4 p.m. will be offered	17
through August 20.	18
Extended supervision before and after regular hours	19
will be available for xxxxxxxxx children of working	20
parents. Prepared lunches will be available for xxxxxxxxxxxx	21
a nominal fee	22

INSTRUCTIONS FOR EXERCISE 1-7

- line 1 Put quote marks around words *New Games*.
2 Delete word *local*.
3 Insert apostrophe in *citys*.
4 Insert missing letter in word *recreation*.
5 Delete words *recent event* and insert words *first tournament*.
6 What do you do about the deleted material?
7 More deleted material.
8 Insert a hyphen in word *deemphasizes*.
9 *special* is one word. Close up space.
Make word *six* an Arabic figure.
10 Delete quote marks around words *balloon bash*.
11 Insert missing letter in word *creative*.
Delete comma after *day*.
13 Capitalize word *traditional*.
15 There should be a space between words *pottery* and *and*.
16 Lower case *A.M.*
Delete *noon*.
18 Abbreviate *August*.
20 Deleted material again.
21 More deleted material.
22 Insert period after word *fee*.
- Place an end mark at the end of the copy.
Mark all paragraphs.