

Applicant's name: Lisa M. Smith Date: July 18, 2023

You have 90 minutes to complete this three-part editing assessment. You may use reference materials such as a dictionary or usage manual for all parts. However, do not ask anyone for help. Any comments you make in the right margin will be evaluated for clarity, relevance, and grammatical correctness.

It is recommended that you save your work frequently.

### Part I: Grammar exercise (45%)

#### Section A: Underline or highlight the correct word in parentheses.

1. The committee formed by Jermaine, Alice, Luis, and (I, me, myself) is dedicated to improving office morale.
2. Justin wants to pursue a career as (a, an) FBI agent.
3. Give the package to (whoever, whomever) answers the door.
4. The new company will (comprise, be comprised of, compose) four departments: sales, marketing, accounting, and personnel.
5. Mrs. Sanchez made many improvements while serving as city council president, and she plans to (affect, effect) additional changes if she is elected mayor.
6. Jack feels (bad, badly) about his new employee's car accident.
7. Please (appraise, apprise) us of any new developments in the situation.

#### Section B: Correct the problems with dangling or misplaced modifiers, using Microsoft Word's "Track Changes" feature.

1. ~~Historians believe that in~~ ancient Egypt, ~~it is believed by historians that~~ dead cats were mummified and buried in cemeteries.
2. ~~After leaving work~~ ~~My~~ my accident occurred ~~after leaving work~~.
3. ~~I should have flown from Maine to California instead of~~ ~~Driving~~ driving from Maine to California, ~~it soon became apparent to me that I should have flown instead~~.
4. To apply for the job, an online application must be submitted by December 31.
5. Lawanda, ~~the mother of an infant~~, is an amateur photographer ~~and the mother of an infant~~ who enjoys waterskiing.
6. The teacher said that my son only did his homework on Wednesdays and came to school empty-handed the rest of the week.
7. ~~While pregnant, m~~ My husband was the one who developed odd food cravings ~~while I was pregnant~~.
8. ~~Elizabeth's cell phone battery went dead~~ ~~immediately~~ immediately after dialing Mr. Washington's number, ~~Elizabeth's cell phone battery went dead~~.

#### Section C: Correct the punctuation errors in the following sentences, using Microsoft Word's Track Changes feature. Make no other edits. If a sentence contains no errors, type "No errors" in the parentheses provided.

1. I will not be able to meet with you next week because: I will be vacationing in Paris. ( )

2. My cousin Joe, a talented vocalist, sang at a recent benefit concert, and he plans to audition for a Broadway musical next month. ( )
3. Please try to solicit a contribution from the well-known actor, Brad Pitt. ( )
4. Aaron is a hard worker, although he tends to be somewhat disorganized. (-)
5. The accountant discovered a major error while working on Tim's annual financial statement. ( )
6. I have known Jean-Claude Smith and his family for 30 years, and I am looking forward to the Smith's Smiths' Fourth of July party. ( )
7. Whatever information you provide to the committee, will be kept confidential. ( )

**Section D: Use your grammar and editing skills to improve the following sentences. (Use Microsoft Word's Track Changes feature.)**

1. Lee is bright and personable individual who and has traveled extensively.
2. I plan to attend the sales office personnel computer training session for personnel next week.
3. On 27 May, The the crates were delivered to the staging area by military personnel on 27 May, and the trucks were loaded by local workers the next day.
4. Black-market weapons are often stored and distributed from apartment buildings and abandoned warehouses.
5. The population of Los Angeles, which has only five counties, is greater than the entire state of Wyoming, which has 23.
6. If you are in agreement agree, we will hold a meeting with employees today to provide information to them about the new policy.
7. My new supervisor is neither friendly, nor is she helpful.
8. The quality of our meals, regardless of the particular foods foods we serve, reflect not only the the chef's skill but also and the restaurant owner's commitment to excellence.

**Part II: Copyediting exercise (45%)**

Copyedit the following article, using Track Changes. Aim to make this a polished article ready for publication. Address only copyediting issues—not substantive issues.

A new venture Seeking seeking a verifiable way method in which scientists from NGA's Research Directorate can continuously to monitor atmospheric composition around the clock, a new venture on the part of scientists from NGA's Research Directorate involves them entails teaming partnering with scientists from Howard university University to share research and equipment. This allows NGA Scientist's scientists to utilize Howards Howard's research facility in Beltsville Beltsville, Maryland where a microwave radiometer profiler radiometer — which is a device that allows scientists to gauge gauge how much water vapor is distributed is in an atmospheric column going from the its ground base that is up to approximately six point two 6.2 miles tall; — has been placed by NGA.

Measuring water vapor in the atmosphere, allows NGA to render corrections to the correct the sensor data which they receive. Water vapor effects affects radiation traveling from Earth to space. By calculating the amount of water vapor in the atmosphere, analysts can use satellite data to calculate how much water vapor there is in the atmosphere and determining determine the amount of energy that comes from targets on the ground. NGA analysts need to know what lays lies between the ground and sensors in space.

### Part III: Substantive editing exercise (10%)

Substantive editing involves looking at the “big picture.” Substantive editors focus on the structure of a document. They assess the logic, organization, clarity, completeness, coherence, and relevance of the material. They work with the author to address unanswered questions, improve the pacing, and clarify the argumentation.

**Review the following article for substantive issues. Do not edit the article or comment on copyediting issues. What questions, comments, or suggestions do you have for the author? Present them via Track Changes comments in the right margin.**

#### Horse-Drawn Wagon Proves Inadequate for Franistan’s Transportation Needs

The Island of Franistan is the most undeveloped nation in the Land of Imaginaria. Discovered and settled 32 years ago by refugees from war-torn Nefaria, 800 miles to the north, the early settlers established five colonies across the 228,000 square mile island, utilizing skills and technologies they acquired in Nefaria. They’re first mode of transportation was the horse drawn wagon. However, travel—and trade) were difficult, because of the passage of glaciers millions of years ago which had ironed the eastern half of the island into flat plains.

A major transportation advancement came 23 years ago with the completion of the east-west Crowbocken Canal. This efficient and inexpensive corridor gave the economy a hardy boost. A market for corn that was previously limited to the east expanded northward, plus lumber from the heavily-forested west could easily be transported east. The canal is still the primary means of east-west transportation. Unfortunately, a lot of the corn grown in the east never reaches western markets, because: it molders away in storage.

Franistan is now on the brink of its second significant transportation advancement due to construction beginning on a new transportation system. The new system will facilitate travel to all five colonies on the island. The cheap, fast, and speedy transport enabled by the new system is very likely to revolutionize trade in Franistan and facilitate the development of brand-new industries.

**Commented [LS1]:** The first sentence of the introductory paragraph, called “the hook” in writing, should either start with an interesting fact or a relevant anecdote that will grab the reader’s attention. Though this sentence is a fact, it doesn’t grab the reader’s attention.

**Commented [LS2]:** What exactly is 800 miles to the north? Nefaria or Franistan?

**Commented [LS3]:** A better transition sentence to the discussion of limited transportation is needed here. You jump from geographical statistics to transportation without easing the reader to the next bit of information.

**Commented [LS4]:** What is the thesis (main idea) of this article? The thesis should outline the major point(s) of this article and show the “so what” or the significance of the major point(s).

**Commented [LS5]:** Consider revising this opening sentence. The first sentence of any paragraph should set the main idea for the paragraph while also introducing the major point presented in the thesis statement. It should be written in a way that opens up the conversation within the paragraph. Because the thesis isn’t clear, this paragraph reads more like background information instead of fully discussing whatever the major point is supposed to be.

Consider the following rule:  
P - present the point  
I - illustrate the point  
E - Expand or explain the point

**Commented [LS6]:** Is this another point you’re discussing or is this supposed to be the conclusion? The conclusion should:

1. The first sentence should cue the reader that you are concluding your discussion.
  2. Use key words and phrases from the thesis statement to “boomerang” the reader back to the introduction.
  3. Summarize key points discussed within the article.
  4. Leave the reader with something to think about.
- Note: Do not rephrase the thesis statement verbatim.