

Mark My Words Instruction And Practice In Proofreading

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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

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 orthopaedics the book provides thorough coverage of terminology encountered in orthopaedics 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 orthopaedic 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

this book is a must have for anyone looking to improve their proofreading skills with a variety of exercises and examples readers will gain a deeper understanding of grammar punctuation and syntax to become confident proofreaders from basic to advanced proofreading techniques this book covers everything a professional in this field would need this work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it this work is in the public domain in the united states of america and possibly other nations within the united states you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public we appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant

your students will really pay attention when you use punny staph jokes and humorous urban legends make up all 100 proofreading exercises in this useful book use the exercises as a class warm up or photocopy them to pass out to your students the errors include a little bit of everything missing punctuation spelling mistakes errors in usage sentence fragments and more each exercise includes teaching notes and an example showing possible corrections most of the exercises are short just right for quick frequent lessons that will really help your students improve their skills punny staph helps students sharpen their skills at recognizing and correcting errors in spelling punctuation capitalization sentence structure and usage grades 7 12

many teachers have adopted the daily proofreading exercises published by large companies as a way to help students practice finding and correcting errors sadly many students have fallen asleep over these same exercises ordinary daily proofreading exercises try to do too much i e force feed facts and information as they also try to teach writing a sentence a day takes a different approach it focuses on short playful interesting sentences with a sense of humor students receive proofreading practice in daily doses that don t overwhelm each exercise should take only a few minutes of class time allowing for frequent consistent reinforcement and practice of serious writing skills each page of the book shows an incorrect sentence a sample correction and notes for the teacher grades 6 9

this worktext designed for 10 to 15 hours of instruction progresses from simple to complex proofreading tasks it includes proofreading exercises on simulations of wordprocessing screens and features separate sections on grammatical and proofreading skills also covered is a wide range of business literature including letters memos reports purchase orders computer printouts etc

provides a collection of problems and exercises that focus on proofreading

help students succeed in class and on tests with these fun super quick daily exercises that provide essential practice in proofreading for spelling punctuation capitalization grammar and more all it takes is 5 minutes a day each book comes with a cd of ready to go notebook tm files to use with your smart board tm even the most reluctant learner in class will want to participate perfect for starting the day or reviewing skills for use with grades 4 8

excerpt from exercises in proofreading the reader s occupation is sedentary in the extreme and the monotonous hum of his own or the copy holders voice is apt to induce a drowsy condition in which the most palpable blunders may escape notice one of the most deadly traps of the inexperienced is the easily contracted habit of reading mechanically without attending to the sense while it just as easy to err in the other way and by reading solely for sense to be blind to literal errors of grave importance as the result of long experience i find that i am rarely challenged as to matter about which i have had doubts it is the false security induced by oblivion and day dreaming that is productive of heart searching references to copy the international printer the copy should be read aloud to the correcter by some person who can pronounce distinctly and with ease every word contained in it the correcter holds the proof and the reader the copy correction should be made on the black margin opposite the lines in which the errors are respectively found and in exactly the same order in which the errors occur corrections are generally separated from each other by oblique lines about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the

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