

Editing Test, Fall 2022

General Directions: You may use a dictionary and may refer to *The Copyeditor's Handbook and Workbook*. You may also refer to a reliable source on the Chicago Manual of Style or the CMOs itself.

You do not need to factcheck, but you should write a query for each place where you would factcheck.

Keep track of the amount of time you spend on the test. It will not be held against you.

Suggested time for the test is two hours.

Editing Test Rubric

A work – outstanding; free of all grammatical errors; closely follows concepts discussed in class for the level of editing the assignment calls for.

B work – very good; may contain one or two grammatical errors; may occasionally overlook one concept for the level of editing the assignment calls for.

B- work – falls into the A or B category, except that the edits introduce one new error into the test documents.

C work – errors in grammar / spelling / mechanics / tone / word choice remain in the document; uses a different level of editing than what the assignment calls for.

C work may also consist of A or B work but introduces two new errors into the test documents.

D work – significant errors in grammar / spelling / mechanics / tone / word choice remain in the document; does not take assignment seriously; does not adhere to editing practices.

D work may also consist of higher level work but introduces three new errors into the test documents.

F work – plagiarized or not submitted, or introduces four new errors into the test documents.

Directions for each writing sample to be editing are included.

The following is a draft of an introduction to a undergraduate-level technical writing textbook written by the textbook's author:

Follow Eihnson's instructions to perform a **medium level copyedit** (ensure consistency, correct grammar, spelling, and usage errors, point out wordy patches and supply suggested revisions, write an author query for any faulty organization and lapses in logic) on this piece.

Other directions:

- You may refer to the textbook but remember your ultimate goal is to be familiar with the rules so that you don't have to look up every potential problem.
- Make sure Track Changes is on and working.
- Correct spelling as needed (don't just write "SP" or put a question mark next to the word in question).
- Use the Comment feature to explain changes in wording or to query the writer.
- Create a brief style sheet if you feel confident doing so.

This text book aims to assist you in making contemporary research on writing and rhetoric, cognitive science, sociology of knowledge, ethnography, and collaborative learning, accessible to your technical writing students. Through a reader centered process approach the chapters provide explanations, examples, case-studies, and exercises for technical writing students of all disciplines.

The text is divided into the three sections. Contexts and attitudes, processes, and applications. The ordering of the sections and chapters is designed for students to be continually recalling old knowledge, acquiring new understanding, and experiencing an on-going dialogue between old, recent, and new information as they move through the readings and assignments.

The audience for this book is primarily junior and senior level collage students. The fourteen chapters are designed for a fifteen week semester or for a ten week quarter, when the first section is covered in one or two meetings instead of three and/or some of the application chapters in section III are combined or omitted, depending on the needs of the group.

The author has used this text successfully in freshman and sophomore composition courses, in house seminars, review courses for graduate students, and training courses for graduate teaching-

assistants. With slight adaptations of order and style of presentation and additions or deletions of examples this book is a valuable resource for almost any learning situation in where the subject is the Technical Writing process specifically or professional Communication skills in general.

Finally The use of small-group-workshops throughout the writing process is illustrated and recommended throughout. In 20 years of teaching (at CCNY with the late Mina Shaughnessy, at Case western reserve university, and in corporate classrooms,) I have found no better way of teaching writing skills than the mutual and individual discovery that takes place when writers are confronted with their readers and when writers collaborate as group readers to discuss their own or professional examples.

Einsohn writes that heavy copyediting includes the same duties as light copyediting (correcting indisputable errors in grammar, syntax, and usage; ensuring consistency in all mechanical matters; querying factual inconsistencies) but also includes rewriting any wordy or convoluted sections. Please perform heavy copyediting on the following passage. It was originally published as a blog entry. The primary audience is residents of the greater Youngstown area.

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The Mahoning Valley Burger Review Board (MVBRB) guys took a nostalgic trip this month to Youngstown's oldest bar, the Royal Oaks. There's a great continuing story about the Oaks, so Casey Malone joined us to feature the MVBRB's quest for the area's best burger, and the success of the Royal Oaks. Casey will air the MVBRB's meeting at the Royal Oaks on The Casey Malone Show, Local Flavor (12 PM noon Saturdays channel 21, and 7am Sundays on the CW).

The Royal Oaks is owned by Louie and John Kennedy, who will celebrate their 10th year in business in October. The Oaks was originally built in 1919 as a grocery store with 2 upstairs apartments where the original owners' resided. The building transitioned to The Royal Oaks Bar in 1934 and received Youngstown's 1st liquor license after prohibition was repealed. The Kennedy's are only the bar's third owners. Casey is also a part of the Royal Oak's history, with her being the first female to tend bar in the establishment.

John Kennedy said the place is "like a clubhouse" where everyone checks their occupations at the door and have a great time. The brothers both say the Royal Oaks is Youngstown's version of Cheers.

When the MVBRB guys arrived, we were a little skeptical looking at the ivy covering alot of the building's crumbling facade, and the marquee showing the building's age. But when we entered the cozy bar and saw all the beer signs on the walls, the sports on the televisions, and the regular patrons bantering back and forth with the owners and workers, we knew we were in for a great time.

While Casey asked us all her questions for the show, our waitress, Bergen Giordani, patiently took care of us and made sure everything was to our liking. John Kennedy is the mastermind behind the menu, and

classifies himself as a back yard cook, with no formal training. We were pleased with his burger selection, and the four of us respectively decided on a Cheese Burger, black & blue Burger, Cajun Burger and the house favorite, Oaks Southern Burger, which is enhanced by their own Raspberry BBQ sauce.

The burgers were all seasoned well, with fresh toppings piled high and a very flavorful beef. JT chose the Oaks Southern Burger and noted how the BBQ sauce highlights the taste of the burger. Casey tried her go as a burger reviewer with a Black & Blue Burger and said, "It was very, very good." The menu also offered some very interesting burgers not for the faint of heart: JJ's Burger (with seven pieces of fried salami); Double Stack Burger (with two patties, bacon on both layers); Konichiwa Burger (with jalapenos, pepper-jack cheese and wasabi mayo) and for the simpler tastes there is a Plain Jane Burger. The menu offers a 1/3 lb or 1/2 lb for each burger, with prices ranging from \$5 to \$7.95, and \$11 for the double stack. The burgers are served with a side of fries, and Scott said "the fries were nice and crispy."

Louie frequented our table throughout the taping and made our meal very enjoyable, telling us stories of the past ten years as well as some history about the building. He was talking with everybody in the bar and made everyone feel like they were part of the Royal Oaks family. The Royal Oaks is a must try with a great menu featuring ribs and wings, but you can take some of their excellent barbecue sauce and add it to one of their delicious burgers, and you never know, you might end up with Louie at your table telling you Royal Oaks stories.

Directions: Below are entries from an upscale food market advertisement. The primary audience is people who grocery shop at places like Whole Foods.(Product brand names are fake – mostly song titles – so you do not need to query them.)

Perform a light copyedit (ensure consistency in spelling, punctuation, hyphenation, abbreviations; correct all indisputable errors in grammar and usage).

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Bizarre Love Triangle Farms Brand Goat cheese

A soft ripened goat cheese with fresh cream and butter milk notes, accompanied by herbaceous overtones. Serve with pear slices and honey. (Sold by the pound.)

Love Vigilantes Bone Broths & Bone Broth Soups

Its Dutch Oven season. Use these broths slow simmered with spice, veggies and herbs as the basis of your favorite stew recipes or opt for ready to eat soups. 16.2-16.9 oz

Fine Time Brand Pasta Sauce

Dinner in a jar: this able-bodied sauce is made with vine-ripe tomatoes for the brightest and freshest of flavors. No artificial colors or additives. All the classics are offered: Basil, Garlic or Spicy Red, and Vodka sauces. (24 oz.)

Organic Squash

If Autumn had an official produce, it would be squash hands down. Spaghetti squash is comprised of

delicate strands inside that make a great substitute for pasta, while Butternut is smooth and sweet, and acorn has highly scoopable flesh.

Mr Disco Brand Sauces

Here is a bib-worthy collection of sauces made without soy worth getting messy for. Experiment with Marinades, Wing, and BBQ sauces with all the grilled things. Lots of flavors from which to choose like Citrus Herb, Mustard, and Buffalo. No high-fructose corn syrup. (16 oz)

Girl Scouts Thin Mints Garbanzo Snacks

Crispy legumes inspired by a cookie cult classic. Each roasted garbanzo is slathered in dark chocolate and mint for a totally unique snack. Also has 4 grams of protein and fiber in each serving. (8 1/2 oz)

Howdy Partner Brand Gluten Free Cookies

All of your cookie dreams come true: the classics made gluten-free. Try FudgeStriped, butter cookies splashed with fudge, and Birthday Cake sandwich cookies with sprinkle-speckled filling. No artificial flavors. (18 oz.)

Blue Monday Brand Seafood Meal Kits

A fast back-up meal idea for week nights that doesn't feel like a back up at all..Sea food dinners with their own sauce including Green Coconut Curry and Roasted Pepper with Walnuts. (78 oz)

Round and Round Brand Cookie Dough Bites

Good news...morsels of chocolate chip or snickerdoodle cookie dough-covered in chocolate. Even better news: gluten free and no dairy. These vegan treats can be kept around for a satisfying, bite sized way to tend to sweet cravings. (4 oz)

Post-Test Reflection

Write a brief paragraph that answers these questions:

- How long did it take you to complete this test?
- Did you take breaks?
- What dictionary did you use?
- Did you use our textbook? CMOs, or a website that covers CMOs?
- What did you struggle with?
- Anything else you want me to know about your experience with this test.