

Exercise 1: Grammar

INSTRUCTIONS: Follow the instructions for each section of the exercises below. None of the possessives have been formed for you.

AVOIDING PERSONIFICATION

Rewrite the following sentences, eliminating all their examples of personification (and other errors).

1. Slamming on its brakes, the car turned to the left, then skidded off the road and collided with a tree.
2. The corporation, which denied any responsibility for the deaths, will appear in court next month.
3. The committee issued their report Monday, saying they will discuss the problem in a press conference at 11 a.m. Monday

USING PARALLEL FORM

Rewrite these sentences in parallel form.

1. He said the gunman is white, about 20, had a moustache and almost bald.
2. She suffered a concussion, broken nose and required 45 stitches in her left arm.
3. The man was described as being 35 to 40 years old, black hair, brown eyes, 6 feet tall and 160 pounds.
4. She said the other advantages of owning her own business include being independent, not having a boss, flexible hours and less stress.
5. The writer advised journalism students to keep their writing simple, don't use jargon, writing should also be precise, be concise and don't use cliches.

IMPROVING SENTENCES

Rewrite the following sentences, correcting all their errors. Some sentences contain more than one error.

1. He said the book were a good read.
2. The article went on to add that none of todays most popular comedians are women.
3. Two guitar players, a lute player, strolling minstrels and jugglers will provide the nights entertainment.
4. He wants to establish a program where convicted juveniles would be required to perform some sort of community service and not go to jail.
5. The latest fire occurred Sunday night in a basement room used by the school band, causing an estimated \$30,000 damage and destroyed 80 of their uniforms.

USING PARALLEL FORM

Rewrite these sentences in parallel form.

1. He was charged with drunken driving and an expired drivers license.
2. Her injuries include a broken left arm, permanent blindness in her left eye, an 84-day hospital stay and bills exceeding \$40,000.
3. To join the club, one must be a sophomore, junior or senior; studying journalism; be in good academic standing; and demonstrated professional journalistic ability.
4. The purpose of the paper is to summarize the basic writing skills for all good writers, whether they be journalists, writers of prose or the simple task of writing a letter.
5. Under the conditions of his probation, the teen-ager must obey his parents, complete his high school education, not possess drugs or associate with people who do, and he is restricted from drinking alcohol.

Exercise 2: Grammar

INSTRUCTIONS: Follow the instructions for each section of the exercises below. None of the possessives have been formed for you.

AGREEMENT

Edit the following sentences, correcting agreement and any other errors.

1. General Motors announced Monday that they will lay off 40,000 workers next year.
2. The appliance repair company requires their workers to buy their own tools.
3. The health clinic will open their doors next week and anyone can have their records transferred to the new facility.
4. The jury reached their verdict after two days of deliberation, finding Billy Jones, eighteen, guilty of burglary.
5. The committee gave their opinion to the attorney general who said the company would have to pay their fine.

PLURALS AND POSSESSIVES

Edit the following sentences, correcting for plurals, possessives and other errors.

1. The schools principal said the three cafeteria aides actions during the altercation were justified.
2. The students plans to attend the Bob Marley Music Festival were dashed when officials announced that Hurricane Andrews wrath was about to descend on Jamaicas capital city of Kingston.
3. Last years award winner said the programs problems could be fixed.
4. While the mayor acknowledged that the mistake was hers, she said the companys efforts to keep the plant open should not be tied to the companys employees salaries and benefits.
5. GMs and Fords share of automobile sales declined from a 1970s high of 80 percent to less than 40 percent in the 1990s.

PLACEMENT

Rewrite these sentences, keeping related words and ideas together. Correct all other errors you may find in the sentences.

1. He was charged with shooting his girlfriend, Sandra Marrston, 33, a waitress at Freddy's Inn, 410 Lakemont Ave., in the arm.
2. She married her high school sweetheart, David Garner, in Greenville, North Carolina, on Jan. 3, 2005, who works as a tennis instructor.
3. To help the disabled children, she begged the congregation at her church in a speech to donate the money they need for medical care Sunday evening.
4. The good samaritan, described by witnesses as a man, approximately 35 years of age, 5 ft. 8 in. tall, with dark brown hair, who save the child from the fire, was driving a honda civic.
5. She said that if a student fails two or more subjects, is frequently absent, has discipline problems, and shows signs of low self esteem, loneliness or stress, that youngster is at high risk of dropping out of high school.

PERSONIFICATION

Rewrite the following sentences, eliminating personification of inanimate objects and other errors.

1. Slamming on its brakes, the care turned to the left, then skidded off the road and collided with a tree.
2. The corporation, which denied any responsibility for the deaths, will appear in court next month.
3. The committee issued their report Monday, saying they will discuss the problem in a press conference at 11 a.m. Monday.

PARALLEL FORM

Rewrite these sentences in parallel form, correcting any other errors in grammar spelling or style.

1. He was charged with drunken driving and an expired drivers license.
2. Her injuries include a broken left arm, permanent blindness in her left eye, an 84-day hospital stay and bills exceeding \$240,000.
3. To join the club, one must be a sophomore, junior or senior; studying journalism; be in good academic standing; and have demonstrated professional journalistic ability.
4. She said the other advantages of owning her own business include being independent, not having a boss, flexible hours and less stress.
5. Under the conditions of her probation, the teenager must obey her parents, complete her high school education, not possess drugs or associate with people who do, and she is restricted from drinking alcohol.

MULTIPLE ERRORS

Rewrite the following sentences, correcting all errors. Most sentences contain more than one error.

1. He said the book were a good read.
2. The article went on to add that most of todays most popular comedians are women.
3. She said that before marijuana is legalized, there has to be more extensive research pointing in the direction of its being a harmless drug.
4. She wants to establish a program where convicted juveniles would be required to perform some sort of community service and not go to jail.
5. The latest fire occurred Sunday night in a basement room used by the school band, causing an estimated 30,000 dollars damage and destroyed 80 of their uniforms.

Exercise 3: Spelling

INSTRUCTIONS: These dozen words are the ones that journalism students misspell most frequently. Some of the words are spelled correctly; others are misspelled. Use the proper copy-editing symbols to correct all the misspelled words. If several spellings are normally permissible, use the one recommended by The Associated Press Stylebook.

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|----------------|----------------------|
| 1. A lot | 7. it's (possessive) |
| 2. Amendment | 8. Judgement |
| 3. Criticized | 9. Occurred |
| 4. Definitely | 10. Receive |
| 5. Develop | 11. Separate |
| 6. Explanation | 12. Teenager |

Here are 25 more words that journalism students frequently misspell. Use the proper copy-editing symbols to correct the words that are misspelled.

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| 1. Accidently | 14. liscense |
| 2. Adviser | 15. Magazines |
| 3. Alledgedly | 16. Medias |
| 4. among | 17. Occasionally |
| 5. Apparently | 18. Opportunity |
| 6. Argument | 19. payed |
| 7. Broadcasted | 20. Practise |
| 8. calendar (for dates) | 21. Priviledge |
| 9. Categorized | 22. Reguardless |
| 10. Cemetery | 23. Sophmore |

11. Conscious

12. Fourty

13. Lightning

24. Suing

25. Their

Exercise 4: Spelling

INSTRUCTIONS: The following list contains 75 words that college students frequently misspell. Some of the words are spelled correctly, but many others are misspelled. Use the proper copy-editing symbols to correct all the misspelled words. If several letters in a single word need to be corrected, rewrite the entire word. If several spellings are normally permissible, use the one recommended by The Associated Press Stylebook.

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| 1. Admitted | 26. Exaggerate | 51. Nickels |
| 2. Alphabet | 27. Existence | 52. Ninety |
| 3. Attendants | 28. Expelled | 53. Operator |
| 4. baby-sit | 29. Favortism | 54. Patrolled |
| 5. Beliefs | 30. Fiery | 55. picknicing |
| 6. Believeable | 31. Foreigner | 56. Pneumonia |
| 7. Besiege | 32. Fraternitys | 57. Preparing |
| 8. Catastrophe | 33. Fulfill | 58. Questionnaire |
| 9. Changeable | 34. Goodbye | 59. Quizzes |
| 10. Chauffeur | 35. Gray | 60. Respondent |
| 11. Coller | 36. Harassment | 61. Schedule |
| 12. Controlled | 37. Heros | 62. Singuler |
| 13. Cryed | 38. Housewifes | 63. Sizeable |
| 14. Delirius | 39. Inaugurate | 64. Strangel |
| 15. Descended | 40. Indispensable | 65. Summerize |
| 16. Discrimination | 41. Inoculate | 66. Temperature |
| 17. Disasterous | 42. Irate | 67. Tentative |
| 18. Dormitories | 43. Irregardless | 68. Terrace |
| 19. Drunkenness | 44. Itinerary | 69. Towards |
| 20. Elete | 45. Ketchup | 70. Trys |

21. Eligible	46. Kindergarden	71. Useable
22. Embarrass	47. Leisure	72. Victum
23. Emphacize	48. Lieutenant	73. Wedesday
24. Employe	49. Likelihood	74. Wintery
25. Equipted	50. Liveable	75. Worrys

Exercise 5: Spelling

INSTRUCTIONS: The following list contains 75 words that college students frequently misspell. Some of the words are spelled correctly, but many others are misspelled. Use the proper copy-editing symbols to correct all the misspelled words. If several letters need to be corrected in a single word, rewrite the entire word. If several spellings are normally permissible, use the one recommended by The Associated Press Stylebook.

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| 1. Accommodate | 26. Grammer | 51. Poisonous |
| 2. advertizing | 27. illegitimate | 52. populer |
| 3. alright | 28. immitate | 53. Proceeded |
| 4. ambulance | 29. imposter | 54. Protestor |
| 5. brocoli | 30. indorsed | 55. Pryed |
| 6. bureaucracy | 31. infered | 56. Pursued |
| 7. cannot | 32. janiter | 57. Realized |
| 8. casulties | 33. likeable | 58. Recyling |
| 9. cautious | 34. maintinance | 59. Referred |
| 10. chronicle | 35. massacre | 60. Repels |
| 11. committed | 36. mileage | 61. Repetitive |
| 12. competition | 37. miraculous | 62. Resturant |
| 13. congradulations | 38. misspell | 63. Rhythm |
| 14. contraversial | 39. mosquitos | 64. Salaries |
| 15. convenient | 40. munciple | 65. Sandals |
| 16. defendant | 41. neccessary | 66. Sandwhich |
| 17. defie | 42. negligence | 67. Sargeant |
| 18. delagates | 43. nieghbor | 68. Satellites |
| 19. desireable | 44. noone | 69. Sentence |
| 20. deviding | 45. noticeable | 70. Skillfull |

21. dilemas	46. occurrence	71. Transferred
22. despise	47. panicked	72. Vacuum
23. destroyed	48. parallel	73. villain
24. foresee	49. parties	74. Visibility
25. governmental	50. persuasion	75. Wreckless

Exercise 6: Spelling

INSTRUCTIONS: The following list contains 75 words that college students frequently misspell. Some of the words are spelled correctly, but many others are misspelled. Use the proper copy-editing symbols to correct all the misspelled words. If several letters need to be corrected in a single word, rewrite the entire word. If several spellings are normally permissible, use the one recommended by The Associated Press Stylebook.

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| 1. Abdomen | 26. charitable | 51. Optometrist |
| 2. absense | 27. cheif | 52. personel |
| 3. acknowledgement | 28. cigarettes | 53. Possession |
| 4. acter | 29. commitment | 54. Procedures |
| 5. activitys | 30. compatible | 55. Redundant |
| 6. admissable | 31. credibility | 56. reelect |
| 7. afterwards | 32. curcuit | 57. severly |
| 8. aggressor | 33. description | 58. Sheriff |
| 9. Agreeable | 34. desert (food) | 59. Sking |
| 10. amateur | 35. desparately | 60. Souvenir |
| 11. amount | 36. deterant | 61. Subpoena |
| 12. amuck | 37. diarrhea | 62. Successful |
| 13. arithmatic | 38. dieing | 63. Surgary |
| 14. athletics | 39. encyclopedia | 64. Surprising |
| 15. ax | 40. gubernatorial | 65. Survivors |
| 16. backwards | 41. handicaped | 66. Taxy |
| 17. basically | 42. hearld | 67. Thieves |
| 18. becomming | 43. hemorrhage | 68. Truly |
| 19. beginning | 44. labeled | 69. Until |
| 20. benifit | 45. legitimate | 70. Vaccinate |

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| 21. burglars | 46. marijuana | 71. Valedictorian |
| 22. canceled | 47. mathematics | 72. Valiantly |
| 23. Caribbean | 48. Mediterranean | 73. Vicious |
| 24. champagne | 49. missiles | 74. Victorious |
| 25. chaos | 50. obscenity | 75. Written |

Exercise 7: Spelling

INSTRUCTIONS: These are the 15 words most frequently misspelled by journalism students. Correct the words that are misspelled.

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| 1. Argument | 6. liscense | 11. Sophmore |
| 2. criticise | 7. medias | 12. Separate |
| 3. harassed | 8. occured | 13. Their |
| 4. it's (possessive) | 9. priviledge | 14. Useable |
| 5. judgment | 10. recieved | 15. vice-president |