Copy editing symbols exercise

Instructions: Use copy editing symbols to indicate the change in the first sentence needed to create the second sentence.

1.

The Principal is not allowed to review content prior to publication.

The principal is not allowed to review content prior to publication.

2.

Spell out numbers above nine.

Spell out numbers above 9.

3.

Practicing style should be an every day exercise.

Practicing style should be an everyday exercise.

4.

“Advisor” is the correct spelling.

“Advisor” is not the correct spelling.

5.

There are morethan 2,000 students at this school.

There are more than 2,000 students at this school.

6.

Run-on sentences are incorrect They need punctuation to separate their clauses.

Run-on sentences are incorrect. They need punctuation to separate their clauses.

7.

Learn to delete extra unneeded words.

Learn to delete unneeded words.

8.

I’ve seen that student in my english class.

I’ve seen that student in my English class.

9.

If its unclear how to punctuate a sentence, consult the stylebook.

If it’s unclear how to punctuate a sentence, consult the stylebook.

10.

“Our publication’s ~~written~~ policy is not to change quotes,” the editor said.

“Our publication’s written policy is not to change quotes,” the editor said.

11.

In journalistic writing, we try to keep paragraphs short. The average paragraph is 35 words.

In journalistic writing, we try to keep paragraphs short.

The average paragraph is 35 words.

12.

Strong verbs are the key to good writing.

Try to limit the use of adjectives and adverbs.

Strong verbs are the key to good writing. Try to limit the use of adjectives and adverbs.

13.

Our teacher said if we make deadline he will buy us pizza.

Our teacher said he will buy us pizza if we make deadline.

14.

We want to only have one graduation speaker.

We want to have only one graduation speaker.

15.

A lot of people use YAHOO for email.

A lot of people use Yahoo for email.

16.

Use numerals for numbers below ten.

Use numerals for numbers below ten.

17.

It’s easy to overloook misspellings.

It’s easy to overlook misspellings.