

COURSE: Digital Communication Systems

UNIT: C Fundamental Word Processing

COMPETENCY: 005 Create business and employability documents using traditional and alternative input devices;

OBJECTIVE: 005.02 Demonstrate use of editing tools.

	ACTIVITIES	RESOURCES
Teacher Tip	Proofreading is an acquired skill. Proofreading marks can be used to edit documents. Discuss and demonstrate editing tools to students.	Handout C502-01 Vocabulary of Editing Tools
Activity	Discuss and demonstrate speech recognition navigating and editing commands. (<i>This handout was used in the Speech Recognition unit earlier in A3.03.</i>)	Handout A303-01 Speech Recognition Commands
Slide Show	Use the slideshow on Word Editing Tools to discuss electronic features that can be used to assist in editing documents and distribute handout so students can take notes.	Slide Show C502a Handout C502-02 Word Editing Tools
Activity	Give students the activity sheets so that they can learn how to use and interpret common proofreader's symbols and abbreviations.	Handout C502-03 Common Proofreading Symbols Handout C502-04 Common Proofreading Abbreviations
Slide Show	Distribute Successful Proofreading Tips handouts and use slideshow to discuss proofreading tips with students.	Slide Show C502b Handout C502-05 Successful Proofreading Tips
Activity	Distribute proofreading exercise for students to complete.	Handout C502-06 Proofreading Exercise
Activity	Distribute speech recognition editing exercise for students to complete.	Handout C502-07 Speech Recognition Editing Exercise

Fundamental Word Processing

Create business and employability documents using traditional and alternative input devices.

Vocabulary

Backspace — delete items to left of cursor

Clipboard — store cut or copied data

Copy — show data in more than one place in the document

Cut — move data from one location in document to another location

Delete — remove data from of document

Find — locate data in a document

Format painter — copy selected formatting of text

Go to — move to selected area of document

Grammar checker — mark possible grammar errors and offers suggestions for correction

Insert — place data in select areas of document

Paste — copy stored data to select location in document

Paste special — copy stored data to select location in document in designated format

Replace — remove data and put in other data

Repeat typing — repeat last action

Select text — highlight specified text

Space bar — expand or condense area between characters

Spell checker — correct spelling errors

Thesaurus — find synonyms, antonyms, or related words

Undo typing — allow one to undo a previous action

Common Proofreading Symbols

Symbol	Meaning	Example
↑	insert a comma	The mayor's brother, I tell you, is a crook.
↙	apostrophe or single quotation mark	I wouldn't know where to put this vase.
↗	insert something	I know it in fact, everyone knows it.
“ ” ↴	use double quotation marks	My favorite poem is "Design."
●	use a period here	This is a declarative sentence.
~~	delete	The elephant's trunk is is really its nose.
~~	transpose elements	He only picked the one he likes.
○	close up this space	Jordan lost his favorite basket ball.
#	a space needed here	I have only three friends: Ted, Raoul, and Alice.
¶	begin new paragraph	"I knew it," I said. ¶ "I thought so," she replied.
No ¶	no paragraph	"I knew it, she said. No ¶ "He's no good."

Common Proofreading Abbreviations

(The abbreviation would appear in the margin, probably with a line or arrow pointing to the offending element.)

Abbreviation	Meaning	Example
Ab	a faulty abbreviation	She had earned a Phd along with her M.D.
Agr See also P/A and S/V	agreement problem: subject/verb or pronoun/antecedent	The piano as well as the guitar needs tuning. The student lost their book.
Awk	awkward expression or construction	The storm had the effect of causing millions of dollars in damage.
Cap	faulty capitalization	We spent the Fall in Southern spain.
CS	comma splice	Raoul tried his best, this time that wasn't good enough
DICT	faulty diction	Due to the fact that we were wondering as to whether it would rain, we stayed home.
Dgl	dangling construction	Working harder than ever, this job proved to be too much for him to handle.
- ed	problem with final - <i>ed</i>	Last summer he walk all the way to Birmingham.
Frag	fragment	Depending on the amount of snow we get this winter and whether the towns buy new trucks.
 	problem in parallel form	My income is bigger than my wife.
P/A	pronoun/antecedent agreement	A student in accounting would be wise to see their advisor this month.
Pron	problem with pronoun	My aunt and my mother have wrecked her car The committee has lost their chance to change things. You'll have to do this on one's own time.
Rep	unnecessary repetition	The car was blue in color.
R-O	run-on sentence	Raoul tried his best this time that wasn't good enough.
Sp	spelling error	This sentence is flaude with two misspellings.
- s	problem with final - <i>s</i>	He wonder what these teacher think of him.
STET	Let it stand	The proofreader uses this Latin term to indicate that proofreading marks calling for a change should be ignored and the text as originally written should be "let stand."
S/V	subject/verb agreement	The problem with these cities are leadership.
T	verb tense problem	He comes into the room, and he pulled his gun.
Wdy	wordy	Seldom have we perused a document so verbose, so ostentatious in phrasing, so burdened with too many words.
WW	wrong word	What affect did the movie have on Sheila? She tried to hard to analyze its conclusion.

Proofreading Exercise

Directions: Below are two copies of the same paragraphs. Copy 1 is the original version, and Copy 2 is the version that contains errors or misstrokes. Using the appropriate proofreading marks, indicate the needed corrections in Copy 2.

Copy 1

Before you graduate from high school, or certainly before you graduate from college, you will want to prepare a resume that employers usually request before getting an employment interview.

The resume provides a brief biographical summary of you and lists your education, work experience, special skills, and references. Always be sure to include your current address and phone number, make certain you have proofread the resume carefully and make all necessary corrections before sending it to a prospective employer.

Copy 2

Before graduate from high school, or certainly before you graduate form college, will you want to prepare a resume that employers sometimes requests before granting an employment interview.

The resume provides a brief biographical summary ofyou and lists your education work experience, technial skills, and references. Always besure to include your current address and phone number, make certain you have proofread the resume carefully and all made necessary corrections before sending it to a prospective employer.

Speech Recognition Editing Exercise

1. Use the **Scratch** or **Undo** commands to correct errors immediately. Both commands remove the last chunk of text that was continuously spoken. **Scratch That** will quickly erase the last word or continuous phrase that you have spoken. **Undo That** will undo the last mistake or correction dictated. Dictate the sentence below and then delete it.

We must be very careful what we wish for because we might get it.

(To delete the sentence, say **Scratch That** until all the text has been deleted.)

Dictate the following sentences using both the **Scratch That** and **Undo That** commands and note the differences.

“We have potato chips, pecans, and all kinds of candy. We also sell tangerines, pears, grapes, and peaches. Would you like any of our delicious and fresh foods?”
(To delete the sentence, say **Scratch That** until all the text has been deleted. Then say **Undo That** until the sentence appears again.)

2. Use the **Select** command to substitute one word for another. Dictate the sentence below and then use the **Select** command.

The students ran to the park to get on the sliding board.

Substitute words as follows:

Select students (pause) **boys** (you have substituted boys for students)

Select park (pause) **playground**

Select sliding board (pause) **jungle gym**

3. Use the **Delete That** command to delete a specific word or phrase. Dictate the sentence below.

We plan to take a vacation to Florida in June.

Select in June (pause) **Delete That**

Select to Florida (pause) **Delete That**

Select vacation (pause) **Delete That**

Say **cruise** (This ends the sentence. It should read, “We plan to take a cruise.”)