

Write the numbers of the Part 3 questions answered here			

Institute of Professional Editors (IPEd) SAMPLE exam for accreditation

Time allowed: 3 hours + 30 minutes reading time.

You will be given time checks 1 hour before and 15 minutes before the end of the exam.

In the actual exam, the editing extract for Part 2 of the exam (compulsory) and a question from Part 3 (optional) will both be provided as loose sheets. *You will need to ensure* that all 8 sheets of paper are placed in the plastic sleeve at the end of the exam, even if you do not choose to answer the optional question from Part 3. You may not take paper away from the exam room. All pages on your desk will be collected at the end of the exam.

Answer all other questions in the space provided in the booklet. If you need more space, use the additional pages at the back of the booklet; clearly mark the number of the question you are continuing on these pages at the top of the page. We have tried to provide plenty of space to allow for all handwriting styles; do not feel you have to fill the space to answer a question adequately.

Write your candidate number on every page of the exam paper. You must not pull apart the exam paper.

Part 3 Questions – summary list

The subjects and skills covered in this part are:

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Question 2	Picture research brief	page 18
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Instructions for candidates continued over

This is an open-book test and you may use your own reference books and a stand-alone calculator.

Marking

To pass the exam, you must score at least 80% in total, and at least 65% in each section. Total marks for the examination: 100.

Allocation of marks

Part 1: Copyediting and multiple-choice questions. Worth 20% of total.

Maximum of 20 marks. Pass mark 16.

Part 2: Hard-copy editing of manuscript extract. Worth 40% of total.

Maximum of 200 marks. Pass mark 160. Divided by 5 for a mark out of 40.

Part 3: Short-answer questions. Worth 40% of total.

Maximum of 80 marks. Pass mark 64. Divided by 2 for a mark out of 40.

Preferred style

The style manual set for the exam is Snooks & Co., *Style Manual for Authors, Editors and Printers*, 6th edn, John Wiley & Sons, Milton, Qld, 2002.

If you wish to use a different style manual, please record the full publication details here:

(If you want to use a house style guide, you must provide a copy with your exam paper. It will not be returned.)

Part 1: worth 20%

Copyediting and multiple-choice questions

- Each question is worth 1 mark. (Total 20 marks)
- There are 24 questions in this part. You must answer 20 questions, but may answer more if you wish. The maximum mark possible is 20.
- Correct errors in sentences (1–20) using editing, not proofreading, mark-up: edits should appear in the text not in the margins. Correct errors – do not rewrite.
- Choose the correct answer in the multiple-choice questions (21–24).
- Write your corrections clearly.
- Sentences without errors may be included. If you believe a sentence requires no correction, write ‘No change needed’ alongside it.
- Your choice of a particular style (formal or informal capitalisation, or your preferred way of showing a dash, for instance) will be not affect the awarding of marks.
- You are not expected to check errors of fact.

1. How will Willard’s resignation effect the governments plans?
2. Canberra, capitol of Australia, is my least favorite town.
3. When the ship left the shore, it had a full compliment of personel.
4. Tran’s wallet had laid in the street two days.
5. The politician was censored for not being more discrete about his affairs.
6. It’s not the money, but principal that counts.
7. To prolong your car’s life, change it’s oil regularly.
8. This time the government whip stepped in to kerb the honourable member’s remarks.
9. The accident has blocked the freeway and motorists are urged to take an alternate route.
10. Coles are one of Australia’s biggest retailer’s.
11. A mammal is a creature that suckles his young.
12. Neither storm or fire could stop the mail coming through.
13. Social policy today is reminiscant of Swifts A Modest Proposal.

Part 1 continues over

14. Vanessa Stephen, Virginia's younger sister who's paintings include Studland Beach (1912) was married to the art critic Clive Bell.
15. Andrew is taller than Sean and I. Karen is the taller of she and Lin.
16. The spotted dog which lives next door likes to come into my garden.
17. The National Park is boundaried on all sides except one by virginal bush.
18. It is a totally unique phenomena and more money is needed to research it fully.
19. While thinking about this catastrophe, the sun sunk from view.
20. Jane not her sister was the one who attended school in Wellington.

Part 1 continues over

Questions 21–24 are multiple choice. Clearly circle your choice of the letter a, b, c or d to answer these questions.

- 21.** In developing a good working relationship with an author, the *most important* attribute for an editor is:
- a. A flawless knowledge of grammar and usage.
 - b. Tact and diplomacy.
 - c. Many years of experience in editing books in the author's genre.
 - d. Professional membership of an Australian society of editors or accreditation.
- 22. Choose the INCORRECT item.**
- In proofreading *second* page proofs, an editor should:
- a. Read the whole text against the manuscript.
 - b. Check that corrections from the first proofs have been incorporated.
 - c. Check that all images, photographs and illustrations, and their captions, have been correctly placed.
 - d. Check that all display text (e.g. headings, running heads, boxes) and cross references are correct.
- 23. Choose the INCORRECT item.**
- En rules should be used:
- a. To join two words that form a compound noun or adjective, such as blue–green algae.
 - b. To indicate a minus sign, such as –5 degrees Celsius.
 - c. To join a prefix to a term consisting of several words, such as post–World War II.
 - d. In spans of numbers, such as 10–12 potatoes.
- 24.** In on-screen editing (using Microsoft Word), the best way to mark up headings and subheadings to indicate their position in the hierarchy of headings is to:
- a. Create styles and apply these consistently throughout the manuscript. Provide the desk-top operator (DTO) with a list of styles used.
 - b. Format the headings so that the desk-top operator (DTO) can see exactly what the headings should look like.
 - c. Make sure all the headings are in plain roman type and mark up the heading levels on a printout.
 - d. Use both a. and c.

Part 2: worth 40%

Hard-copy editing of manuscript extract

- Write your corrections clearly on the following pages.
- Edit and provide any necessary mark-up for the entire extract, following the publisher's brief provided. (160 marks)
- Complete a style sheet for your edit, using the template provided. (20 marks)
- Write a separate list of 10 queries for the author (but not a letter) linked to a query number (AQ1, etc.) in the margin of the extract. (20 marks)
- Part 2 provides a maximum of 200 marks: your total for Part 2 is divided by 5 to get a mark out of 40.
- You are not expected to check errors of fact.
- Line numbers in the left-hand margin are for the use of markers, but if you wish, you can refer to them in queries.

The publisher's brief is on page 7

The style sheet is on pages 12–13

Space for writing your queries is on page 14

Part 2 continues over

The publisher's brief

Beatrix Faust, Editor

Dear Beatrix

Re: *The Age of Sail* – sample edit

As I mentioned on the phone, we are planning to publish *The Age of Sail* (working title) in our illustrated popular history series, Yesteryear, for the Christmas market. Like other titles in our Yesteryear series, the text will be richly illustrated with contemporary and period material – in this case we are hoping to include antique maps, shipwright's designs, photographs from the time and some of the marvellous Victorian paintings of maritime subjects. The book will be large format hardback on high quality matt art paper, with an extent of 320 pages. We are aiming to retail it for \$89.95 (Australian), so we want it to appeal not just to general readers but also to the lucrative maritime history market.

Though the text itself will be relatively short – around 30,000 words – it is integral to the book's appeal and it is important that it is clear, consistent and easy to read. As I said earlier on the phone, I think you would be excellent for this job but our publishing team wants to ensure we engage just the right editor, so we are asking you and several others to provide a sample edit of the enclosed extract from the final chapter.

We are generally happy with the flow of the text but it needs a thorough copyedit to ensure it is consistent and free of errors. Rewriting should be kept to a minimum at this stage, though you may wish to draw attention to any problems you see.

Please edit the sample on the enclosed hard copy, as follows:

- clearly mark all corrections on the text itself
- create a style sheet on the form provided
- grade the headings and indicate the layout of supporting material, including the position of the illustrations mentioned in the text
- mark your queries for the author in the margin of the extract (no more than 10, numbered as AQ1, AQ2, etc.) and list them on the form provided.

We have been delighted with your work in the past and we are very pleased you have agreed to undertake this job. I look forward to seeing your sample edit.

Best wishes

Laurelle Ng
Managing Editor, Pictorial Publishing Inc.

Part 2: extract for editing and mark-up

[The age of sail]

Greyhounds of the Sea

For less than 30 years in the 19th century the great clipper ships of Britain and US speed across the oceans making fortunes for their owners and galvanizing the public

5 imagination. Built for speed, at the very end of the age of sail these trim sleek grey hounds of the ocean were loved for their beauty as much as for the excitement of the the great annual Tea races of the mid nineteenth century.

(illustration – Frederick Schiller Cozzens, ‘Flying Cloud’, watercolour, 1909)

10 Description

Origins Until 1834 the East India Company had held a monopoly over the tea trade from China, and it sailed massive ships called ‘East Indiamen’, to bring tea to London. These ships could carry massive amounts of cargo, up to 1,200 tons by 1800, but they were slow. The journey out to China and back took 2 full years

15 In 1845 an American launched one of the first clipper ships, the ‘Rainbow’, for the tea-trade. She made the journey from Canton to New York in just 102 days –slicing more than 2 weeks from the previous record. Then in 1849 America boats gained the right to transport tea from China to London. The first to arrive on 3rd December 1850 was the ‘Oriental’—just 97 days after leaving Hong Kong...three times faster than the East India
20 men and British merchants were horrified; with many thinking that British shipping was doomed now that the Americans joined the China trade.

The British maritime fraternity were not prepared to give up quiet so easily however. In 1850 the first British tea clipper ‘Stornaway’ was launched, and the race was on.

25 (map of Clipper route here?)

Part 2: Extract for editing continues over

The annual tea races rarely took off in 1853 when new ports closer to the tea producing areas were opened up, such as Fouchow. The annual race capture the imagination of Londoners. Telegrammes sent *en route* kept every one posted on the progress of each ships, and crowds lined the thames to see the final stages of the race. Vast sums were

30 wagered on the outcome – by the ships owners, their crews and the betting folk of the city. Most famous of all the tea clipper races was the Great Tea race of 1866. For most of the journey the ten clippers which left Foochow on 28 May remained insight of each other, but when they reached the channel Ariel and Taeping pulled away. When they entered the Thames luck took a hand- the Taiping happened to get the faster tug and

35 docked a mere twenty minutes ahead of Ariel– 99 days after they had left China. The race was declared a dead heat and the ship owners decided to share the winners’ premium, and the ships crews shared their winners bonus.

box Racing for profit

40 The Victorians believe the fresher the tea, the better it was, and the first tea to arrive in London each year attracted a substantial premium for the ship owner. The cargo of the winning ship could earn a premium of as much as *6d.* a pound

Two rivals–cutty sark and thermopylae

45 (illustration – John S. Smith painting, ‘Cutty Sark racing Thermopylae’)

The Cutty Sark

On the afternoon of Monday, 22 November, 1689, a beautiful little clipper ship displacing 963 tonnes was launched at from Scott and Linton’s ship yard at

50 Dumbarton, on the Clyde. She bcarried a name that was to become famous through out

the world and was destined to win a place in British hearts second only to Nelson's immortal Victory. Her name was the Cutty Sark.

The *Cutty Sark* was built for John 'Jock' Willis whose greatest wish was for her to win the annual tea race from China. Sadly it only carried tea until 1877 and never beat her greatest rival The Thermopylae.

Thermopylae

The *Thermopylae* was an extreme clipper built in 1868 in for the China tea trade. On her maiden voyage, Captained by Robert Kimball, *Thermopylae* broke the made a record crossing from Gravesend to Melbourne in 63 days and continues to record many other startling performances. In 1872, *Thermopylae* left Shanghai with a cargo of tea for London in company with the *Cutty Sark*, after racing each other for two weeks the Cutty Sark lost her rudder after having passed the Sunda Straits. *Thermopylae* finally arrived in London only seven days ahead of her rival. Though the *Cutty Sark* made some good performances she never managed to outrun the *Thermopylae*.

The End of an era

The decline of the great era of the clipper ships was firstly due to the economic crisis of 1857 and 2ndly due to the gradual introduction of the steamship. Although clippers could be much faster than early steam ships, they depended on the vagaries of the wind, while steamers' could keep to a schedule.. In the end The final blow was the opening of the Suez canal in 1869 which provided a great short cut for steamships between Europe and Asia and gave them the advantage of greater efficiency. They swiftly took over the China tea trade, though these plodding workhorses never captured the public imagination as the beautiful clippers have done.

Six great slippers – a table of comparison

	date	type & size	Origins	Notes
<i>Ariel</i>	1865	Extreme composite 59.22 metres x 10.17m	Designed by William Rennie, built by Robert Steele & Co, Greenock for Shaw, Lowther & Maxton of London.	Equal winner of the Great Tea Race of 1866. In late 1872 Ariel left London bound for Sydney and was not heard of again.
Houqua	launched 1844	first true clipper	Designed by Nat Palmer and built by Brown & Bell of New York for China merchants A.A. Low & Bro.	Named after a Chinese merchant she was dogged by ill luck during her career and Houqua disappeared at sea after leaving Yokohama in 1864
CUTTY SARK	1869	composite extreme tonnes	Designed by Hercules Linton and built for 'Old White Hat' Jock Willis.	Only surviving clipper but severely damaged by fire during conservation in 2007.
Rainbow	1845		Designed by John W. Griffith and built by Smith & Dimon of New York for China merchants Howland & Aspinwall	extensive criticism of its radical design caused delays in her construction, allowing rival Houqua to be launched 9 months earlier.
<i>Thermopylae</i>	1868	extreme composite clipper 948 tonnes, 63.6 M x 10.8 M x 6.27	Designed by Bernard Waymouth of London for George Thompson and built by Walter Hood & Co., Aberdeen	Designed as an extreme clipper for the China tea trade`

Part 2: Extract for editing ends

G-H	I-J-K
L-M	N-O
P-Q	R
S	T
U-V-W	X-Y-Z

Part 3: worth 40%

Short-answer questions

- Answer 4 of the 12 questions – each question is worth 20 marks, making a total of 80 marks, which will be divided by 2 to produce a mark out of 40.
- Unless a report, letter or specific communication of some kind is asked for, all answers can be answered in note form. Ensure your notes are complete and clear.
- Make sure you give a clear explanation of any abbreviations you use (for example, AQ = author query, or AR = annual report).
- If you need more space to answer a question, use the additional pages provided at the back of the booklet. Mark the number of the question you are continuing on these pages clearly at the top of every page.
- You are not expected to check errors of fact in any of the editing exercises in this part of the exam.

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Part 3 continues over

Question 2 Picture research brief

The publisher who briefed you to edit the extract from *The Age of Sail* plans to use the extract to produce an illustrated dummy for overseas buyers. The author has provided a wish list of images for this part of the book, and indicated where the first three of them could be placed in the passage (see list below, some with the author's descriptions and notes). The publisher has asked you to guide the picture researcher by commenting on the relevance and suitability to the passage of the author's list of images and recommending other types of pictorial material that might be suitable.

- a. Comment on the relevance and suitability of the three images the author has mentioned in the passage (images 1, 2 and 3 in the list below). Indicate whether their placement is appropriate. **(6 marks)**
- b. Select three other images from the author's list (you may refer to the image number only) and comment on their suitability for inclusion in terms of relevance, appeal and/or potential problems. **(6 marks)**
- c. Write captions for two of the images you have recommended for inclusion (in a. or b. above) **(4 marks)**
- d. Suggest two images (a general description is sufficient) that are not listed by the author that you would like to include with the extract. **(4 marks)**

Author's list of images

1. **Frederick Schiller Cozzens, 'Flying Cloud', Watercolour, 1909.**
Portrait of the three-masted clipper ship depicted in a broadside view fully rigged with the mainsail half furled.
2. **Map of clipper route** showing China ports, then passage from South China Sea to the Indian Ocean, around the Cape, the Atlantic crossing and entry into the English Channel, with larger detail of Thames Estuary and East India Docks. May need to engage cartographer for this – available maps lack clarity.
3. **John S. Smith painting, 'Cutty Sark racing Thermopylae'.**
Lively oil painting with a Victorian feel, but may be of a later date. Artist appears to hold copyright.
4. **JMW Turner's painting of HMS Victory at the Battle of Trafalgar in 1805.**
Copyright: The National Maritime Museum, London. Such a beautiful painting – hope we can include it.

Part 3: Question 2 continues over

5. **‘A street of ships’**, b&w photo of clippers ships moored at the wharfs of an American town in the nineteenth century. In the collection of South Street Seaport Museum.
6. **Photo of *Cutty Sark*’s figurehead.**
This wooden figurehead is of Nannie, the young and beautiful witch from Robert Burns’s famous poem, *Tam O’Shanter*, wearing only her ‘cutty sark’, or short shift. This and her wild dancing are what captures Tam’s attention in the poem and it is the inspiration for the clipper’s name.
7. **Aerial photo of the *Cutty Sark*’s fire-damaged hull, 21 May 2007.**
I saw this at www.solarnavigator.net/history/clipper_ships.htm
8. **Chinese tea bound for London. Photo of vintage tea chest, 1957.**
A lovely rustic wooden chest emblazoned with Chinese characters. I saw this at http://chawu.blogspot.com/2007_06_01_archive.html
9. **Painting of *Cutty Sark* by a Chinese artist, c. 1870s.**
An interesting cross-cultural angle. Don’t know who holds copyright. I saw it at www.cuttysark.org.uk
10. **Map of the Voyages of Zheng He, 1405–1433.**
Beautiful watercolour map depicting the routes followed by this neglected Chinese adventurer, many of which were also used by the tea clippers. Collection of University of California.

Question 4 Editing American text for the Australian market

You have received the following sample from which to estimate how much work will be involved in converting a manuscript from US English for an Australian readership aged 7–9 years. No other editing is required (other edits will not be marked).

- a. Mark all the changes that would be needed in this sample. **(10 marks)**
- b. Estimate how much time you would need to complete this edit for the entire manuscript of 6000 words. (The extract is 175 words long.) **(2 marks)**
- c. List six things that you *must* change when Australianising a text if the story is to be entirely about Australian people and things, and does not refer to the US. List two things that should *never* be changed. **(4 marks)**
- d. The table that follows the manuscript sample lists eight US terms or spellings. Provide Australian ‘translations’ for each. **(4 marks)**

Manuscript sample

“Mom, can we go to the State Fair?” Jimmy begged. “Please, Mom. Please!”

Mom laughed. “I don’t know about that. Last time Mary got sick to the stomach on cotton candy and Kenny fell on the sidewalk and tore his pants.”

Mary joined in. “We’re supposed to write a theme paper for civics about the fair. It’ll be educational. And I won’t eat any cotton candy.”

“Or chili dogs,” said Jimmy.

“Or biscuits and gravy,” added Mary. “Or popsicles either.”

Kenny was horrified. “I’m not going unless I can have cotton candy. And popsicles.”

“I’ll make a deal with you,” Mom said. “If you do your chores and feed the chickens for me all week, I’ll take you to the fair. And as well as your allowance I’ll give each of you a nickel for every good deed I see you do.”

“So if I did one hundred good deeds,” said Kenny, his eyes wide, “I’d get one hundred nickels. How much is that?”

“Twenty nickels in a dollar,” Jimmy told him. “You do the math.”

(End of manuscript sample. Part 3: Question 4 continues over)

Table of equivalent terms (Question 4d)

US term	Australian term
caboose	
cell phone	
clapboard	
eighteen-wheeler	
fender (auto)	
pacifier	
rubber (prophylactic)	
trailer park	

Bibliography/Reference list

Michael Leigh, *Curiouser and curiouser* in *Back of Beyond: Discovering Australian film and Television*, edited by Scott Murray, Australian Film Commission, page 31, 1988.

Molloy, B, *Before the interval: Australian mythology and feature films, 1930-1960*. 1990. University of Queensland Press, pages 203-204..

Cunningham, Stuart, 1991, 'Featuring Australia: the Cinema of Charles Chauvel', Allen and Unwin, p 158.

Ross Gibson, 'Camera natura: landscape in Australian feature film'. In *Australian Cultural Studies: a Reader*. Edited by John Frow & Meaghan Morris, Allen & Unwin, 1993, p. 211.

Tracey Moffatt, interview by John Conomos and Raffaele Caputu, *Cinema Papers*, 93:28, May 1993.

Bob Hodge & Vijay Mishra, *Dark Side of the Dream*. Allen & Unwin, 1991. page 27.

Claude Levi-Strauss. *The savage mind*. Univ. Chicago Press, 1973, pp 17-22.

Jennings, Karen, 'Sites of difference: cinematic representations of Aboriginality and Gender', *Moving Image*, AFI Monograph series, number 1, page 35.

Anne Hutton, *Black Australia and film. Only if it makes money*, in (eds) Moran, Albert & O'Regan, Tom, *An Australia Film Reader*, Currency press, 1985, p 334.

AFC, 'Coproduction guidelines and Application Forms, Australian Film Commission, 2008, viewed 27 June 2008 <http://www.afc.gov.au/filminginAustralia/copros/guided_app/fiapage_63.aspx>, page 3

Question 6 Publishing and publications

Answer any 4 of the following 7 parts in this question. (Each part is worth 5 marks)

- a. Name each of the following fonts (not typefaces) and show how it should be marked up in manuscript, marking the typeset words. (5 marks)

Australian flora _____

Australian flora _____

Australian flora _____

Australian flora _____

AUSTRALIAN FLORA _____

- b. List 5 essential elements that should appear on the packaging of a published DVD or CD-ROM. (5 marks)

1. _____

2. _____

3. _____

4. _____

5. _____

- c. Name 5 separate items that normally appear on an Australian publisher's imprint page. (5 marks)

1. _____

2. _____

3. _____

4. _____

5. _____

Part 3: Question 6 continues over

- d. For at least five of the numbered books below, choose from the second column the features it might have. Write the correct letter in the space provided. (5 marks)**

_____ 1. Beginner computer guide	a. 4-colour throughout, step-by-step diagrams, photographs
_____ 2. Hardback biography	b. One-colour printing, loose leaf pages
_____ 3. How-to home renovation instruction book	c. Matt art paper, 4-colour photographs throughout
_____ 4. Cookbook by a TV chef	d. Screen shots, bullet lists, tips
_____ 5. Commentary on state legislation	e. Paperback in large type, lots of headings, tips shown as pull-outs
_____ 6. Year 10 maths textbook	f. Black and white photographs on glossy paper in three special sections in the book
_____ 7. Company's annual report	g. Executive summary, tables, lists, available on website as PDF or a Word document
_____ 8. Government report	h. 4-colour and 2-colour sections, financial statements
_____ 9. Self-help guide on happiness	i. 4-colour throughout, cartoons, technical diagrams, lists, answer section, boxed text

- e. Answer true (T) or false (F) to the following questions. (5 marks)**

- _____ Copyright has to be registered in Australia to be effective.
- _____ Copyright lasts for the lifetime of the creator plus 70 years.
- _____ Provided you make 5 changes, you can legally copy and publish someone else's design.
- _____ The Copyright Council administers copyright in Australia.
- _____ The copyright notice usually appears on the imprint page of a book.

f. In what order do the following elements of a publication appear (note that the list is incomplete). Write the number in the space on the left. (5 marks)

- _____ Text
- _____ Appendixes
- _____ Contents page
- _____ Glossary
- _____ Imprint page
- _____ Index
- _____ Foreword
- _____ Half title
- _____ Reference list or bibliography
- _____ Title
- _____ List of illustrations

g. List 5 elements that should appear on the home page of a website. (5 marks)

1. _____
2. _____
3. _____
4. _____
5. _____

Question 7 Editing a recipe

A publisher has given you the following recipe from a book to be entitled *One Pot Wonders*. The author has only just started work and the publisher has asked you to complete a light sample edit to highlight any matters that might need to be resolved. The publisher says she likes the short and simple method the author uses, but she wants you to work out what needs tidying up for the whole book before the author gets much further.

- a. Edit the recipe. **(10 marks)**
- b. List at least 3 queries for the author about *this specific recipe*. **(3 marks)**
- c. List at least 5 recommendations for the author to ensure good practice and consistency across all recipes, and minimum editorial queries. **(7 marks)**

Chicken in tomato sauce

1 kilo chicken thighs

½ cup of flour

salt and pepper to season

100gs (4ozs) unsalted butter or oil

1 finely chopped Spanish onion

3 garlic cloves (crushed)

1 tin tomato purée

200mls of dry white wine

1 cup chicken stock

Olives and fresh thyme sprigs to garnish

Toss the chicken in the seasoned flour. Heat the butter or oil in a frying pan and sauté the chicken until browned on all sides. Cook the chicken pieces in batches so they aren't crowded in the pan. Transfer the chicken to a casserole
casserole dish. Add the onion to the frypan and cook slowly till soft. Add the sherry and

Part 3: Question 7 continues over

Question 8 Style

Answer **any 4 of the 6 parts** of this question. Show clearly which part of the question you are answering. **(5 marks each)**

a. Edit each of the following expressions to a more precise or less wordy form. (5 marks)

- | | |
|---------------------------------------|----------------------------------|
| 1. between the hours of 9 am and 5 pm | 2. became aware of the fact |
| 3. conspicuous by their absence | 4. in this day and age |
| 5. in quite close proximity | 6. at a much faster rate |
| 7. stuffed to absolute capacity | 8. effect some cash savings |
| 9. completely and utterly inebriated | 10. in the process of developing |

b. The following sentences have a grammatical feature in common. Identify the grammatical feature and correct the sentences below. (5 marks)

1. The car thieves were chased through the inner suburbs by police.
2. Recurring decimals should be recognised by students as rational numbers.
3. We were served by our good friend Johnny at the new café near the concert hall.
4. The old house has been scrubbed clean by a willing army of volunteers.

The grammatical feature is:

Part 3: Question 8 continues over

Question 9 Clarifying a brief/Technical editing

You have been told that a large technical report is coming in and will require copyediting, although the manuscript won't be ready for two weeks. You have been asked to work out how long the job will take so you can ascertain what the cost of editing will be. (You might be an in-house editor making the calculation before you give the job to a freelance editor; or an agency editor who has to calculate time and cost for a competitive bid; or a freelance editor working for a client. There is no need to specify your role unless you think it will affect your answer.)

- a. List 10 questions you would ask in order to prepare an estimate of the time this job would take. **(15 marks)**
- b. List any additional topics that should be dealt with in a formal agreement to cover editing this report. **(5 marks)**

Question 10 Editing and marking up a list

The following text comes from a plain English introduction to investment for beginners.

- a. Edit and mark up the text. **(16 marks)**
- b. List any questions for the author you have at the end. **(3 marks)**
- c. Is the sub-list in point 9 a good idea? **(1 mark)**

The golden rules of investment

Building wealth through investment is one way of ensuring your long term financial health – freedom from debt, enough money in the bank to see you through emergencies, such as illness and, in the very long-term, a comfortable retirement, free of money worries.

To get started, take a look at our top ten tips for investment:

1. **Start today** Saving even small amounts regularly over a long period establishes the discipline of saving and investment. Don't put off saving and investment until you think you'll have some spare cash

2. **Compound investment** – understanding that is the secret to savings success.

Earning interest on your interest helps your savings grow faster.

3 **Understanding the relationship between risk and return.**

4. **Manage risk** – that's the possibility that your investment won't perform as expected and that you might lose money. Work out your own attitude to risk and choose your investments accordingly.

5. **Diversification of your investments** Spreading your investments over different kinds of assets, such as shares, property and cash, can reduce your exposure to risk.

Part 3: Question 10 continues over

6. **Investing for the long-term** – advisers will tell you its not *timing* the market that matters, but *time in* the market. That means not trying to work out the best time to buy and sell assets, but focusing on holding your investment over the long term so it has a chance to increase in value

7. **Chasing last year's returns**

That's just a bad idea. Past performance is poor indicator of future performance. Last year's best performer is often this year's worst performer

9 **Investing in things you don't understand** is also a bad idea. Educate yourself about investment and the kinds of assets you can put your money into before you take the plunge.

10. **Manage your super** It's probably the biggest asset you own after your home. Here's three tips for good management:

- a) Put all of your super into one account to avoid excess fees and charges
- b) Contribute even a little bit moreover a long period to make your super grow
- c. Choice– choose an investment option that will help build your super but also suit your risk profile
- d. If your eligible, contribute enough to get the government's co-contribution payment

10. **Finally, don't chase year's returns** That's a bad idea. It's not unusual for last year's best performer to become the worst performer in the following year.

One final piece of advice we offer all beginners: get some good advice. Find a financial planner you can trust, and develop a rapoort with.

In the Garden Weekly

NEWSLETTER OF THE PORT ESSINGTON GARDEN CLUB

AUTUMN 2 008

Gardening for fun and fitness

By Carolyn Barkling -Madd

THERE'S NO NEED to pay for expensive gym membership anymore. You can get all the exercise you need in your own backyard. Gardening is good for you! It doesn't just offer kilojoule burning exercise through using all the major muscle groups, it also increases flexibility and and strengthens the joints.

You don't need to spend the whole day in the garden to tilling topsoil and digging out dead trees – just 30 minutes of moderate exercise a day is all you need to improve your health and prolong your life longer. Even broken into short bursts of just eight minutes of exercise at a time is enough, provided you reach a total of 30 minutes a day.

More than just fruit and veg

A gardening workout brings more benefits than just a crop of fruit and vegetables for the table. You can:

- Shed some excess weight
- Lower your blood pressure and cholesterol levels.
- Reduce your risk of heart disease and diabetes.
- Prevents or slows osteoporosis
- Improve health and live longer
- Reduction in stress, because gardening offers complete distraction from other worries bothering you

1

Backed by research

Barbara Answorth, in an article in the *Medicine and Science in Sports and Exercise* journal (1993, pages 71-80), worked out how much exertion was needed for different kinds of garden exercise. (see the table below).

Garden Exertion table

Garden Activity	Other activity	Exertion needed
Watering the yard, standing	Knitting, sewing	1.5
Seeding a lawn, applying fertilizer	walking for shopping	2.5
Trimming shrubs or trees	Moderate walking	3.5
Raking yard, planting seeds or shrubs	bicycling moderately	4.0
vs		
Weeding and cultivating garden, planting trees.	cleaning, golf	4.5
Clearing land, laying turf	Softball or baseball	5.0
Mowing with a hand mower, shovelling	aerobic class, swimming	6.0

We already know how relaxing gardening is, but now Barbara Answorth's study proves you can replace other exercise regimes with every day gardening.

continued on page 2

Strawberry growing

By Rodney Barkling -Madd

Choosing the best variety for our climate is the secret to growing good berries and producing an abundant crop.

Fragaria vesca, the variety known as 'Fraises des Bois' is one of my favourites. It has white berries, so it doesn't attract the birds, which means there's no competition for the fruit! Despite the lack of red colour, it's a juicy, aromatic, delicious little berry. You'll never find this one in the supermarkets — it's far too fiddly to pick and too delicate to transport. And it likes our cool weather.

Another *Fragaria* variety that I like is 'Alinta', which was actually developed in Australia. It has lovely big berries, orange red in colour, and very tasty. A more energetic plant, it can reach 20 centimetres in height.

A 3rd variety to try is Cambridge Rival, which is said to have the sweetest, most intense, flavour of all the strawberries on the market today. It's also quite a vigorous plant.

All 3 varieties will produce fruit throughout the summer and into early autumn. Like all strawberries, they like a nice rich soil, with plenty of organic matter, and regular watering, especially in windy or hot weather.

Strawberries can look lovely in special terracotta strawberry pots and will also grow well in hanging bags. See page four for our special photo feature, showing you how to plant a strawberry pot.

Once you have eaten your home-grown strawberries, you won't ever buy them in punnets again.]

2

Gourmet spuds.

By Pete Privet, BSc

Space for growing potatoes can be found in even the smallest vegetable garden. They don't need a lot of work, but will reward you with plentiful crops — you'll get at least ten spuds from each seed potato you plant, as well as a glorious flavor. Plant in early winter for a generous summer crop.

If you decide to grow some of the special heirloom tomatoes, you will also experience a range of flavours, shapes and colours that you would never find in the shops. Try Sapphire for a surprising purple potato — just think of the look on the kids' faces when you serve purple mash with the chops! Or you might prefer to stick with an old favorite, the King Edward, first grown in 1902. It makes the best roast potatoes you will ever eat, and one nursery claims you will get a yield of nearly twelve kgs for every eight seeds planted. I call that a good result.]

Kids Corner

By Skye Barkling -Madd

Kids can win a special prize this year at our annual garden show. It's for growing the tallest sunflower. Will you beat the world record? The tallest sunflower ever reached 7.76 meters tall. It was grown in the Netherlands in 1986. Sometime sunflowers grow taller than a house and you need a ladder to pick them!. People try to grow big flowers too—the biggest ever was grown in Canada. It measured 86 centimetres across its bright yellow face.]

