

KNOWLEDGE (worth 40%)

Enter your candidate number here:

Instructions for KNOWLEDGE (K) part

Enter your candidate number in the box above.

SAVE the document with your 5-digit candidate number (**not** your name) in the filename.

Example:

If your candidate number is 12345, save the document as: 2019_K_12345.pdf

The sample KNOWLEDGE part contains 9 questions. Answer **any 4 questions**.

- Each question is worth 20 marks. The maximum mark possible is 80.
- Unless a report, letter or specific communication of some kind is asked for, all answers can be provided in note form. Ensure your notes are complete and clear.
- Avoid the use of abbreviations unless you explain them clearly.
- You are not expected to check errors of fact in any of the editing exercises in this part of the exam.
- See the [Keystroke guidelines](#) for how to apply formatting such as italics, insert special characters and to cut, copy, paste or undo.
- You should be able to write your answers in the space provided. If you feel you need more space for a particular question, use the spare text boxes provided in the Answer(s) continued section at the end of the paper – remember to make a note of this in the answer box for that question.

Use the [links](#) to navigate within the document.

Before you finish, check you have indicated which questions you have done in the [KNOWLEDGE Questions – Summary List](#) on the next page.

Make sure you SAVE your document regularly.

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KNOWLEDGE questions – summary list

Instructions:

Indicate which 4 questions you answered by selecting the box to the left of that question.

- **Note:** If you change your mind, make sure you deselect the old question before selecting the new question.
- Click on a question number to go to that question.

- o [Question 1](#) **Style**
 Answer 4 of 6 sub-questions on style.
- o [Question 2](#) **Plain English and clarity**
 Discuss principles of Plain English and convert a passage of text into Plain English.
- o [Question 3](#) **Obtaining an editorial brief**
 Review the requirements of a publication, then describe the editorial tasks required and list questions for the author.
- o [Question 4](#) **Editing and constructing lists**
 Convert text into a list, discuss characteristics of a well-constructed list, and suggest strategies for overcoming problems in a sample list.
- o [Question 5](#) **Editing theses**
 Answer 4 questions about the Guidelines for Editing Research Theses, and discuss what an editor of research theses needs to be aware of.
- o [Question 6](#) **Editing practice**
 Answer 4 questions on various aspects of editing practice, including copyright, markup and selection of components for a publication.
- o [Question 7](#) **Project management**
 List the steps that you would take in managing the publication of an annual report for a large government agency.
- o [Question 8](#) **Universal access to website material**
 Discuss issues you would raise to convince a project manager of the importance of universal accessibility of website material.
- o [Question 9](#) **Back cover blurb**
 Answer 4 short questions on improving a back cover blurb.
- o [Answer\(s\) continued](#) **Extra writing space**
 Select this option if you used this space for one or more questions.

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Keystroke guidelines

Undoing mistakes

If you make a mistake, **undo** by typing: **Ctrl + Z** (PCs) or **Cmd + Z** (Macs).

Cut, copy and paste text in this PDF

- **Cut** text by selecting the text and typing **Ctrl + X** (PCs) or **Cmd + X** (Macs).
- **Copy** text by selecting the text and typing **Ctrl + C** (PCs) or **Cmd + C** (Macs).
- **Paste** text by position the cursor where required and typing **Ctrl + V** (PCs) or **Cmd + V** (Macs).

Formatting in this PDF

To apply or remove **bold**, *italics* or underline to text, select the text and type the following keystrokes:

	PC users:	Mac users:
• <i>Italics</i> :	• Ctrl + I	• Cmd + I
• Bold :	• Ctrl + B	• Cmd + B
• <u>Underline</u> :	• Ctrl + U	• Cmd + U

Special characters in this PDF – dashes, hyphens, apostrophes

To insert an **en rule** (—):

- (PC and Mac users) type two hyphens (--); or
- (Mac users only) type **Option + -** (hyphen)

To insert an **em rule** (—):

- (PC and Mac users) type three hyphens (---); or
- (Mac users only) insert two en rules (—).

Insert spaces either side if required.

The following will be ignored in awarding marks:

- apostrophes and quotation marks that are straight (' "), not curly (' , “ ”)
- your choice of particular style (e.g. your style for showing a dash), provided its use in a single passage is consistent.

Question 1. Style

Answer 4 of the following 6 parts (1.1–1.6) of this question.

Each part is worth 5 marks. (Total 20 marks)

1.1 Rewrite each of the following phrases into a less wordy form, entering your answer in the box below each phrase. (5 marks)

a. mutually agreeable and beneficial to all

Note: other answers may be possible, as long as the redundancy is removed (e.g. "mutually agreeable").

b. razed to the ground

c. made a wholesale contribution

d. changes that confused

e. in total agreeance with the decision

f. a comprehensive and intact argument

g. in the event of a decision being made

Alternative answer: if a decision is made

h. totally and utterly viable

i. forever and a day

j. she sobbed and cried

1.2 Sentences **a**, **b** and **c** below strongly express the author's viewpoint or display bias. In the space below each sentence, rewrite that sentence to a neutral form. (3 marks)

a. It is imperative that disabled children sitting in wheelchairs get out and have fun.

b. Females in their thirties are unlikely to move into senior positions because they usually make the decision to have children before the biological clock stops ticking.

c. The only sports writers that are worth reading are those that have played a sport at the highest level.

d. Describe in the space below how you would approach the problem of bias or emotive language with the author. (2 marks)

1.3 This part contains a set of 4 multiple-choice questions, 1.3a–1.3d, and a short-answer question, 1.3e.

In the multiple-choice questions, select the *best* option by clicking on the button next to that option. (5°marks in total) **Note:** only one option may be selected in each question.

a. Select the sentence that is correct. (1 mark)

- A** ☐ *HMAS Moreton Bay* docked at South Wharf last night.
- B** ☐ HMAS Moreton Bay docked at *South Wharf* last night.
- C** ☐ *HMAS Moreton Bay* docked at South Wharf last night.
- D** ☐ HMAS Moreton Bay docked at South Wharf last night.

b. Select the sentence that is correct. (1 mark)

- A** ☐ The *Victorian Legal Aid Act 2007* and subsection 6.2 are being reviewed.
- B** ☐ The *Victorian Legal Aid Act 2007* and subsection 6.2 are being reviewed.
- C** ☐ *The Victorian Legal Aid Act 2007* and subsection 6.2 are being reviewed.
- D** ☐ *The Victorian Legal Aid Act 2007* and subsection 6.2 are being reviewed.

c. Select the sentence that is correct. (1 mark)

- A** o The periodicals '*Better homes and gardens*' and '*The east coast*' have extensive details on developing seaside gardens.
- B** o The periodicals 'Better homes and gardens' and 'The east coast' have extensive details on developing seaside gardens.
- C** o The periodicals *Better homes and gardens* and *The east coast* have extensive details on developing seaside gardens.
- D** o The periodicals *Better Homes and Gardens* and *The East Coast* have extensive details on developing seaside gardens.

d. Select the sentence that is correct. (1 mark)

- A** o *Jaws 3* and the sequel *Jaws 4* had hit theme songs written by the US band '*Whopper*'.
- B** o *Jaws 3* and the sequel *Jaws 4* had hit theme songs written by the US band *Whopper*.
- C** o *Jaws 3* and the sequel *Jaws 4* had hit theme songs written by the US band '*Whopper*'.
- D** o *Jaws 3* and the sequel *Jaws 4* had hit theme songs written by the US band *Whopper*.

e. Discuss why this example could be both right and wrong. (1°mark)

The Victorian Digital Awareness Department received \$2 billion funding in 2010.

1.4 Sentences **a**, **b**, **c** and **d** below each have the same type of flaw. Correct the flaw by editing the text in the box below **YOUR EDIT**. (4 marks)

a. The range of daffodils, tulips and roses are wonderful at Garden for You.

YOUR EDIT:

b. What are the highest number of handpasses you would expect in a game of football?

YOUR EDIT:

- c. The rapid change in software development have transformed technique and output analysis.
YOUR EDIT: Alternative answer: The rapid change in software development has transformed technique and output analysis.

- d. Compare detergent and soap by listing its similarities and differences.
YOUR EDIT:

- e. Define the flaw in the sentences a–d above. (1 mark)

1.5 Answer all 8 of the following sub-questions: 1.5a–1.5h. (4 marks in total)

For questions 1.5a–1.5d, select the *best* option by clicking on the button next to that option.

- a. Select the sentence that is correct. (½ mark)

- A. ☐ Add 16 gms of sugar to the solution.
B. ☐ Add 16 gm of sugar to the solution.
C. ☐ Add 16 grams of sugar to the solution.
D. ☐ Add 16 G of sugar to the solution.

- b. Select the sentence that is correct. (½ mark)

- A. ☐ Carefully pour 47 mls of water into the beaker.
B. ☐ Carefully pour 47 MI of water into the beaker.
C. ☐ Carefully pour 47 mL of water into the beaker.
D. ☐ Carefully pour 47 mLs of water into the beaker.

c. Select the sentence that is correct. (½ mark)

- A.** ☐ Modern *Homo Sapiens* evolved about 200,000 years ago.
- B.** ☐ Modern Homo sapiens evolved about 200,000 years ago.
- C.** ☐ Modern *Homo sapiens* evolved about 200,000 years ago.
- D.** ☐ Both B and C are correct depending on the style used.

d. Select the sentence that is correct. (½ mark)

- A.** ☐ In the afternoon the temperature rose to 30 °C.
- B.** ☐ In the afternoon the temperature rose to 30° C.
- C.** ☐ In the afternoon the temperature rose to 30°C.
- D.** ☐ In the afternoon the temperature rose to 30°c.

For questions 1.5e–1.5h, complete each sentence by selecting the option that is correct. Each question is worth ½ mark (2 marks in total).

- e.** The price was reduced by ☐ twenty % ☐ 20 percent ☐ 20 per cent
- f.** The African elephant weighed ☐ 7 tons ☐ 7 tonnes
- g.** Cheetahs can run at speeds of up to ☐ 120 Km/h ☐ 120 km/h
- h.** Many artificial joints are composed of ☐ Titanium ☐ titanium ☐ *titanium*

1.6 Consider the use of punctuation in each sentence **a**, **b**, **c** and **d**. Make any necessary corrections to the punctuation by editing the text in the box below **YOUR EDIT**.
Question 1.6e is a short-answer question. Each question is worth 1 mark.

- a.** At the peak of the flooding in East Gippsland, the Cann River broke its banks and houses were washed downstream, livestock drowned and potato crops ruined.

YOUR EDIT:

- b.** ‘She ran so fast I just couldn’t catch up Lucy panted, so ‘We will never catch her now.’ she added.

YOUR EDIT:

- c. Ella commented 'We have never seen such development in such a short time.'

YOUR EDIT:

- d. This report outlines:
- the rights of consumers;
 - the law relating to security;
 - the law relating to warranty conditions;
 - the role and function of the Commission

YOUR EDIT:

- e. How would you decide on the style used in question 1.6d above? (1 mark)

End of Question 1.

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Question 2. Plain English and clarity

Answer both parts (2.1: 5 marks; 2.2: 15 marks) of this question. (Total 20 marks)

2.1 List 5 underlying principles of Plain English. (5 marks)

2.2 The intended audience for the following passage is international students whose first language is not English. In the box on the next page, edit the passage, transforming it into plain English so it can be understood by the audience. (15 marks)

Sound System Upgrade Board Report

As preparation for the commencement of this project a quote was acquired by the Administration from the preferred supplier for replacement equipment designed to ameliorate the quality of auditory sound in all sections of the premises.

Administration is currently involved in a process of identification of other potential suppliers of the aforementioned equipment with the aim of enabling comparisons to be made and facilitating decision-making for Board members.

It has become evident that concurrently, the administration has been requested by the Board to progress the investigation of the capacity of the premises to undergo redevelopment, congruent with accommodation of the expansion of the numbers and range of activities that could be undertaken here. As such, all organisations and individuals that have been approached have been requested to ensure inclusion in their quote of an indication of their capacity to remove and reinstall said equipment post-redevelopment.

Note: If you accidentally delete the text in the answer box, first try 'undo'. Or you can start again by copying the text above and pasting it into the answer box.

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End of Question 2.

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Question 3. Obtaining an editorial brief

Review the editorial requirements for the publication described below, and then answer **both parts** of the question (3.1 and 3.2: 10 marks each) in the spaces provided. (Total 20 marks)

Phone message:

Hi, this is Linda from Lovely Designers. I have just received the files for a 90,000 word book and I don't think I can start work on it as it is.

It's called 'One lit fuse: the rise of rocket science' and apparently the three authors are aiming for the backyard rocket boffin market. They are self-publishing the book with the last part of their research grant, and it's packed with interesting information.

The actual text doesn't seem badly written—it's grammatical and it passes a spellcheck, but the chapter titles and headings are all written differently and I'm not sure what level of heading some things are. Also the authors don't seem to have agreed on how to caption or number the illustrations—there seem to be stacks of diagrams and various historical photographs in the package but I've got no idea how many there are or where they are meant to go.

I don't think an editor has looked at any of it. Would you be interested in sending an expression of interest to the lead author to provide your editorial services, before I start on the layout?

Note on marks for Q 3.1:
 1 mark for name of task
 2 marks for an elaborated task.

- 3.1** Make a checklist of editorial tasks required, elaborating each point where required. Include as many tasks as you think appropriate. (10 marks)

- 3.2** Write a list of questions you would ask the lead author. Include as many questions as you think appropriate. (10 marks)

End of Question 3.

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Question 4. Editing and constructing lists

Answer **all 3 parts** of this question (4.1: 5 marks; 4.2: 3 marks; 4.3: 12 marks).
(Total 20 marks)

- 4.1** The publisher of a popular gardening guide wants their celebrity gardener John Barleycorn's golden rules for planting tree seedlings to be clear at a glance.
Convert John Barleycorn's paragraph below into a list using bullet points. (5 marks)

The golden rules for ensuring survival of tree seedlings are to choose a species suited to the climate and the site, carefully considering its eventual height and spread, make sure the soil in the container is moist but not too wet, incorporating good drainage material (or moisture retaining material, if the species is a moisture lover) into the soil mix and watering regularly until the roots are established, usually about two years. – John Barleycorn

Notes:

- To indicate a bullet point, it is sufficient to simply type a hyphen or dash followed by a space.
- If you accidentally delete the text in the answer box, first try 'undo'. Or you can start again by copying the text above and pasting it into the answer box.
- See the [Keystroke guidelines](#) for dashes and how to undo, copy and paste.

Other options are:
– Consistent capitalisation at the start of each item.
– Consistent use of bullets or numbers.

4.2 List three characteristics of well-constructed lists. (3 marks)

1.

2.

3.

4.3 A local health care and wellness centre has compiled the following list of its services. The practitioners have asked you to suggest how it might be improved. They want the tone to show focus on wellness, not illness.

Commonly treated conditions:

- Immune Support.
- achieve peak performance
- Stress and mood disorders
- vitamins, minerals and antioxidants;
- Wellness and health ageing;
- Digestive and Gut support.
- Integrated detox & liver support
- Eliminate Fatigue and weakness
- Male support
- Manage fertility;
- Environmental illnesses
- And many more ...

In the spaces below, describe the 5 main problems with the list. For each problem you identify, suggest a strategy to address the problem. (12 marks)

a. Problem:

Strategy:

b. Problem:

Strategy:

c. Problem:

Strategy:

d. Problem:

Strategy:

e. Problem:

Strategy:

End of Question 4.

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Question 5. Thesis editing

Answer **all 4 parts** (5.1: 2 marks; 5.2: 5 marks; 5.3: 10 marks; 5.4: 3 marks) of this question.
(Total 20 marks)

The Institute of Professional Editors Limited (IP^{Ed}) and the Deans and Directors of Graduate Studies at Australia's universities have jointly developed a set of 'Guidelines for editing research theses'.

5.1 Where can these guidelines be found? (2 marks)

5.2 Briefly (in about 6 lines of text), explain why such guidelines are required. (5 marks)

5.3 What measures, suggestions and recommendations do the guidelines include that are designed to address the matters discussed in your answer to question 5.2? (10 marks)

- 5.4** What other matters do you, as an editor of research theses, need to be aware of and address with a research degree candidate? (3 marks)

End of Question 5.

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Question 6. Editing practice

Answer **all 4 parts** (6.1–6.4: 5 marks each) of this question. (Total 20 marks)

6.1 Name each of the following font styles and explain how they would be marked up by hand in a manuscript. The first one is completed for you. (5 marks)

	Font example	Font style	Explanation of how the style would be marked up by hand in manuscript
	<i>Australian flora</i>	italic	underline beneath words
a.	Australian flora		
b.	<i>Australian flora</i>		
c.	AUSTRALIAN FLORA		
d.	AUSTRALIAN FLORA		
e.	<u>Australian flora</u>		

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

1.
2.
3.
4.
5.

OTHER POSSIBLE OPTIONS:

- Printer's name and address
- Editing credits
- Publishing history if more than one editing or reprinting, e.g. date of first publication and subsequent publication dates, edition numbers
- Typeface used
- Permissions information, i.e. procedure for obtaining permission to reproduce material
- Cover image information and design credits

6.3 For each of the 5 kinds of books numbered below, choose which features it might have from the list below by entering A, B, C, D or E in the box next to the book. (5 marks)

Note: only 1 book matches each set of features.

Features:

A. 4-colour throughout, cartoons, technical diagrams, lists, answer section, boxed text

B. screen shots, bullet lists, tips

C. executive summary, tables, lists, available on website as PDF or a Word document

D. matt art paper, 4-colour photographs throughout

E. black and white photographs on glossy paper in 3 special sections in the book

- | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|
| 1 beginner computer guide | <input type="checkbox"/> | 4 year 10 maths textbook | <input type="checkbox"/> |
| 2 cookbook by TV chef | <input type="checkbox"/> | 5 government report | <input type="checkbox"/> |
| 3 hardback biography | <input type="checkbox"/> | | |

6.4 Answer 'True' or 'False' to the following 5 statements, by selecting the button to the left of your answer. If the statement is false, explain why in the box below. (5 marks)

- a.** Copyright has to be registered in Australia to be effective. ☐ True ☐ False

If false, why?

- b.** Copyright lasts for the lifetime of the creator plus 70 years. ☐ True ☐ False

If false, why?

- c.** Provided you make 5 changes, you can legally copy and publish someone else's design. ☐ True ☐ False

If false, why?

- d. The Copyright Council administers copyright in Australia. ☐ True ☐ False

If false, why?

- e. The copyright notice usually appears on the imprint page of a book. ☐ True ☐ False

If false, why?

End of Question 6.

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Question 7. Project management

This question is worth 20 marks.

Note on marking: There must be at least 10 steps.
1 mark for a simple step; 2 marks if the step is elaborated on.

You have been contracted to manage the preparation and publication of the annual report for a large government agency. List the steps that you would undertake in managing this project.

Note: Your steps should take account of preliminary preparation, clarification of the project, scheduling, administration, editorial control and design and production. It is not necessary to list them in the order in which you would undertake them.

End of Question 7.

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Question 8. Universal access to website material

This question is worth 20 marks.

2 marks for each valid issue. Up to 3 marks for each discussion of the issue.

You are overseeing the development of a new section of a government website and need to brief relevant staff. The project manager has questioned the funding you have allocated to ensuring the section content is accessible to all users, including those with a disability, and has asked you to reduce it.

Discuss at least four issues you would raise to convince the project manager of the importance of universal accessibility of website material.

End of Question 8.

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Question 9. Back cover blurb

Read the text and then answer **all 4 parts** (9.1–9.4: 5 marks each) of this question in the space provided. (Total 20 marks)

You have been the project editor for a new book on blurb writing. The marketing department has sent you this back-cover copy for review and edit.

This book by Ed Inhaus, BA (Hons), MA, PhD, (pictured below) renown promoter and master of the puff, currently plying his trade at MultiNational Books Pty Ltd, reveals all the secrets of the blurb-writer's trade, telling you all you could ever want to know about crafting copy that's sure to grab the browser, would-be reader, or potential book reviewer's (or all the above's) attention from the get-go!

Not getting your message across? Failing to achieve market targets? Missing your readership? Make your next blurb sing! Watch your sales soar!!

Not only accessible and punchy, this tome is set to become the Bible of copywriters, editors, marketing staff and publicists. Learn the tricks of the trade from an insider.

A few pointers from the master:

- The shorter, the better ...
- Never use negatives. Be positive.
- Jargon is death;
- Find a hook
- How many endorsements are enough?
- Are dot points for textbook copy only?
- If your book/author has received prizes or other gongs
- Readership?
- Use the first line of your blurb to grab attention.

If you enjoyed Eats, Shoots and Leaves, this is the book for you. Now in its fifth reprint. Over 10,000 copies sold.

9.1 What suggestions could you make to improve the opening sentence to the blurb? (5 marks)

9.2 What could improve the second and third paragraphs? (5 marks)

9.3 List 5 aspects that could be improved in the dot-point list. (5 marks)

9.4 What points would you raise about the final paragraph? (5 marks)

End of Question 9.

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Answer(s) continued

Use the box below and on the next page to provide any further information to a question or questions. Remember to indicate which question number the extra information is for. Remember to select this option in the [Questions – Summary List](#) too.

End of KNOWLEDGE part.

Before you close this document, ensure that you have:

- entered your [CANDIDATE NUMBER](#) in the box provided under the main heading of the document; AND
- checked each question you answered in the [Question Summary List](#); AND
- SAVED the document using your candidate number.