

LANGUAGE answer key

Copyediting questions (1–20)

- Marks awarded for each correct edit to a sentence are indicated for each question below.
- 0.25 marks are deducted for each error introduced to a sentence.
- Candidates should aim to make the minimum number of changes required to correct the errors in a sentence. Any sentence that is substantively rewritten such that it is impossible for the markers to tell whether the candidate understands the nature of the corrections required will be awarded 0 marks.

Q1

How will Robinson's resignation **effect** the **governments** plans?

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for changing effect to affect
0.5 mark for inserting the apostrophe in governments

SOLUTION:

How will Robinson's resignation **affect** the government's plans?

Q2

Canberra, **capitol** of Australia, is my least **favorite** town.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for changing capitol to capital
0.5 marks for adding u in favorite (Australian spelling)

SOLUTION:

Canberra, **capital** of Australia, is my least **favourite** town.

Q3

When the ship left the shore, it had a full **compliment** of **personeel**.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for changing compliment to complement
0.5 marks for correcting spelling to personnel

SOLUTION:

When the ship left the shore, it had a full **complement** of **personnel**.

Q4

Tran's wallet **had laid** in the street two days.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for fixing the incorrect form of the past tense of irregular verb **lie**

SOLUTION:

Tran's wallet **had lain** in the street two days.

Alternative edit:

Tran's wallet **lay** in the street two days.

Some additional edits – such as inserting “for” before “two days” – may be neutral for marking purposes.

Q5

The politician was **censored** for not being more **discrete** about his affairs.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for changing **censored** to **censured**

0.5 marks for changing **discrete** to **discreet**

SOLUTION:

The politician was **censured** for not being more **discreet** about his affairs.

Q6

It's not the money, but **principal** that counts.

Marks: 1 × 0.5 marks and 2 × 0.25 marks.

0.5 marks for changing **principal** to **principle**

0.25 marks for inserting **the** before **principle**

0.25 marks for deleting the comma before a conjunction (**but**) in a simple sentence

SOLUTION:

It's not the money **but the principle** that counts.

Q7

To prolong your car's life, change **it's** oil regularly.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for changing contraction **it's** to possessive **its**

SOLUTION:

To prolong your car's life, change **its** oil regularly.

Q8

This time the government whip stepped in to **kerb** the honourable member's remarks.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for changing kerb to curb
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SOLUTION:

This time the government whip stepped in to **curb** the honourable member's remarks.

Q9

The accident has blocked the freeway and motorists are urged to take an **alternate** route.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for changing alternate to alternative
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SOLUTION:

The accident has blocked the freeway and motorists are urged to take an **alternative** route.

Q10

Coles **are** one of Australia's biggest retailer**s**.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for fixing subject–verb disagreement by changing plural are to singular is
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0.5 marks for deleting the apostrophe in retailer's when the s indicates plural, not possessive

SOLUTION:

Coles **is** one of Australia's biggest retailer**s**.

Q11

A mammal is a creature that suckles **his** young.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for changing the male possessive his to a gender-neutral form

SOLUTION:

A mammal is a creature that suckles **its** young.

Alternative edit:

Mammals are creatures that suckle **their** young.

Q12

Neither storm **or** fire could stop the mail coming through.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for changing or to nor for the negative alternative construction <i>neither ... nor ...</i>
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SOLUTION:

Neither storm **nor** fire could stop the mail coming through.

Q13

Social policy today is reminiscant of Swifts 'A Modest Proposal'

Marks: 4 × 0.25 marks. Each edit is worth 0.25 marks in this question.

0.25 marks for correcting spelling of reminiscant
0.25 marks for inserting the apostrophe in Swifts
0.25 marks for deleting the quotation marks and italicising the title A Modest Proposal
0.25 marks for inserting a full stop at the end of the sentence

SOLUTION:

Social policy today is reminiscent of Swift's *A Modest Proposal*.

Q14

Vanessa Stephen, Virginia's younger sister **who's** paintings include Studland Beach (1912) **is** married to the art critic Clive Bell.

Marks: 1 × 0.5 marks and 2 × 0.25 marks.

0.5 marks for fixing opening and closing punctuation around the parenthetical subordinate clause
0.25 marks for changing the contraction who's to the possessive whose
0.25 marks for changing is to was (as the date shows these people are unlikely to be alive still)

SOLUTION:

Vanessa Stephen, Virginia's younger sister **whose** paintings include 'Studland Beach' (1912) **was** married to the art critic Clive Bell.

Alternative edit:

Vanessa Stephen, Virginia's younger sister, **whose** paintings include 'Studland Beach' (1912) **was** married to the art critic Clive Bell.

Other edits may be possible.

Q15

Andrew is taller than Sean and **I**. Karen is the taller of **she** and Lin.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for fixing case error by changing I (nominative case) to me (objective case)
0.5 marks for fixing case error by changing she (nominative case) to her (objective case)

SOLUTION:

Andrew is taller than Sean and **me**. Karen is the taller of **her** and Lin

Q16

The success of the evening was enhanced by the high **h** quality program and the finely **h** dressed guests.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for inserting a hyphen in the compound adjective high quality
0.5 marks for removing the hyphen in the adverb and adjective combination finely dressed

SOLUTION:

The success of the evening was enhanced by the high **-** quality program and the finely **-** dressed guests.

Q17

The National Park is **boundaried** on all sides except one by **virginal** bush.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for changing boundaried to bounded
0.5 marks for changing virginal to virgin

SOLUTION:

The National Park is **bounded** on all sides except one by **virgin** bush.

Q18

It is a **totally** unique **phenomena** and more money is needed to research it fully.

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for deleting the redundant totally when applied to an absolute like unique
0.5 marks for correcting plural phenomena to singular phenomenon

SOLUTION:

It is **a unique phenomenon** and more money is needed to research it fully.

Q19

While thinking about this catastrophe, the sun **sunk** from view..

Marks: 2 × 0.5 marks. Each edit is worth 0.5 marks in this question.

0.5 marks for fixing the dangling modifier so that it does not imply the sun is doing the thinking
0.5 marks for fixing the incorrect past participle sunk to the correct past tense sank

SOLUTION:

While I was thinking about this catastrophe, the sun **sank** from view.

Other edits may be possible.

Q20

Jane not her sister was the one who attended school in Wellington.

Marks: 1 × 1 mark. Each edit is worth 1 mark in this question.

1 mark for adding punctuation to set off the parenthetical phrase.
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SOLUTION:

Jane – not her sister – was the one who attended school in Wellington.

Alternative solutions:

Jane, not her sister, was the one who attended school in Wellington.

Jane (not her sister) was the one who attended school in Wellington.

Multiple-choice questions (21–24)

Marks: each correct choice is worth 1 mark.

Q21

The best way to establish consistency in editing a publication for an employer or client is to:

- A find out what has been expected of previous editors.
- B agree on the use of an established style guide or manual, and supplement it with a project style sheet.**
- C have access to recognised editing reference books to develop a project style sheet.
- D consult with more experienced editors if you have queries.

Q22

Select the sentence that is correct

- A The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- B The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing.**
- C The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- D The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing.

Q23

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 and that all display text (e.g. headings, running heads, boxes) and cross-references are correct.
- C check that all images, photographs and illustrations, and their captions, have been correctly placed.
- D both B and C.**

Q24

En rules should be used

- A to join a prefix to a term consisting of several words, such as post–World War II.
- B in spans of numbers, such as 10–12 potatoes.
- C to join two words that form a compound noun or adjective, such as blue–green algae.
- D both A and B**