

LANGUAGE (worth 20%)

Enter your candidate number here:

Instructions for LANGUAGE 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_Language_12345.pdf

There are 24 questions in the LANGUAGE part. You must answer at least 20 of them.

Each question is worth 1 mark. The maximum mark possible is 20.

Questions 1–20 are copyediting questions. Questions 21–24 are multiple-choice questions.

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

Make sure you SAVE your document regularly.

[Go to copyediting questions](#)

[Go to multiple-choice questions](#)

Copyediting questions (1–20)

Instructions

Check the sentences in Q1–Q20 for errors. (You are not expected to check errors of fact.)

If you believe a sentence has no errors, click on the box next to the word **OK**.

Example:

Q. There are no errors in this sentence, however you look at it.

OK ☒

or

YOUR EDIT:

There are no errors in this sentence, however you look at it.

If you believe a sentence contains errors, make the corrections by editing the sentence in the box below **YOUR EDIT**:

Example:

Q. None of these error's are eggregious – their mostly typos, but each needs correcting.

OK ☐

or

YOUR EDIT:

None of these errors is egregious – they're mostly typos – but each needs correcting.

If there are no changes to the sentence and the OK box is not ticked, it will be assumed you have not attempted the question.

Undoing mistakes

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

If you need to start again, manually delete the text in the field by using the backspace or delete key, and retype your answer.

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 *italics*, select the text and type **Ctrl + I** (PCs) or **Cmd + I** (Macs).

Special characters in this PDF – dashes, hyphens, apostrophes

To insert an **en rule** (—):

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

To insert an **em rule** (—):

- (PC or 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 (eg your style for showing a dash), provided its use in a single sentence is consistent.

[Go to formatting, special character and keystroke guidelines](#)

[Return to start of copyediting questions](#)

[Go to start of multiple-choice questions](#)

Q1 How will Robinson's resignation effect the governments plans?

OK **or** **YOUR EDIT:**

Q2 Canberra, capitol of Australia, is my least favorite town.

OK **or** **YOUR EDIT:**

Q3 When the ship left the shore, it had a full compliment of personel.

OK **or** **YOUR EDIT:**

Q4 Tran's wallet had laid in the street two days.

OK **or** **YOUR EDIT:**

Q5 The politician was censored for not being more discrete about his affairs.

OK **or** **YOUR EDIT:**

Q6 It's not the money, but principal that counts.

OK **or** **YOUR EDIT:**

Q7 To prolong your car's life, change it's oil regularly.

OK **or** **YOUR EDIT:**

Q8 This time the government whip stepped in to kerb the honourable member's remarks.

OK **or** **YOUR EDIT:**

Q9 The accident has blocked the freeway and motorists are urged to take an alternate route.

OK **or** **YOUR EDIT:**

Q10 Coles are one of Australia's biggest retailer's.

OK **or** **YOUR EDIT:**

Q11 A mammal is a creature that suckles his young.

OK **or** **YOUR EDIT:**

Q12 Neither storm or fire could stop the mail coming through.

OK **or** **YOUR EDIT:**

Q13 Social policy today is reminiscant of Swifts 'A Modest Proposal'

OK **or** **YOUR EDIT:**

Q14 Vanessa Stephen, Virginia's younger sister who's paintings include Studland Beach (1912) is married to the art critic Clive Bell.

OK **or** **YOUR EDIT:**

Q15 Andrew is taller than Sean and I. Karen is the taller of she and Lin.

OK **or** **YOUR EDIT:**

Q16 The success of the evening was enhanced by the high quality program and the finely-dressed guests.

OK **or** **YOUR EDIT:**

Q17 The National Park is boundaried on all sides except one by virginal bush.

OK **or** **YOUR EDIT:**

Q18 It is a totally unique phenomena and more money is needed to research it fully.

OK **or** **YOUR EDIT:**

Q19 While thinking about this catastrophe, the sun sunk from view.

OK **or** **YOUR EDIT:**

Q20 Jane not her sister was the one who attended school in Wellington.

OK **or** **YOUR EDIT:**

End of copyediting questions

[Go to formatting, special character and keystroke guidelines](#)

[Return to start of copyediting questions](#)

[Go to start of multiple-choice questions](#)

Multiple-choice questions (21–24)

Instructions

Select the best option (A, B, C or D) by clicking on the button immediately to the left of the option.

Note: only one option may be selected. If you change your mind about your answer, click on a different button.

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.

End of LANGUAGE part

[Return to start of copyediting questions](#)

Before you close this document, ensure that you have:

- entered your [CANDIDATE NUMBER](#) in the box provided on page 1; AND
- SAVED the document using your candidate number.