

## English 405 Exam Study Guide

Because editors are allowed to use resources such as a style guide, a style sheet, and a reference book, you are welcome to use your course textbook when completing this exam. Make sure to bring one of your editing pens to complete the exam. It will include multiple choice and true and false as well as sample passages you will be expected to edit. See information for more details and what will be included.

### Terms and Concepts

The “4 C’s” of Communication	Joining Clauses
The Four Commandments of Copyediting	Setting Off Phrases
The Principal Tasks of Copyediting	Indicating Omission
Editorial Style	Interrupters
House Style	Em Dashes
The Editorial Process	En Dashes
Editorial Triage	Open Compounds
Light Copyediting	Hyphenated Compounds
Medium Copyediting	Solid Compounds
Heavy Copyediting	Up Style
Marking Changes on Hard Copy	Down Style
Marking Changes On-Screen	Four Components to a Great Presentation
Querying	Five Rules to Create Great PowerPoints
Style Sheets	Keys for Great Communication
Cleanup	Bartlett’s Familiar Quotations
Terminal Punctuation	

### Punctuation

Be sure to understand the appropriate down style conventions when applying capitalization to the following: Personal Names and Titles; Geographical Names; Racial and Ethnic Groups; Company Names, Trademarks, and Brand Names; Cyberjargon; Titles of Works; Names of Plants and Animals

### Quotations

Comprehend the copyeditors expectations whenever a direct quote appears in a document. These include: Misspellings in a Source Document; Odd Wording in a Source Document; Run-in and Set-off Quotations; Punctuation of Quotations; Syntactical Fit; Ellipsis Points

### Hand-Mark Symbols

Be prepared to edit a document using hard-marked symbols and marking queries where appropriate.