

Chapter 9 Spelling, Capitalization, and Abbreviations

1. Mark spelling corrections in these paragraphs.

A feasibility study is a way to help a person make a decision. It provides facts that help a researcher decide objectively whether a project is practical and desirable. A lot of research precedes the decision.

An investor deciding whether to purchase a convenience store, for example, must investigate issues such as loans, licenses, taxes, and consumer demand. One principal question for a store in a residential neighborhood concerns the sale of liquor. People who come into the store might be asked to complete a brief questionnaire that inquires about their wishes.

Undoubtedly, the issue of personnel is significant as well. Trustworthy employees are indispensable. The investigator can check employment patterns at the store and in the area overall.

After the study is complete, the investigator will gauge the results and make a judgment. Some times the facts are ambiguous. Intuition and willingness to take risk will influence the decision. If the project looks feasible, the recommendation will be to proceed with the purchase.

2. Which of the spelling errors in the paragraphs in exercise 1 would a computerized spelling checker not catch? Why?
3. From the lists of frequently misspelled and misused words in this chapter, or from your own list of difficult words, select three, and develop mnemonics for remembering their spelling or use. Alternatively, analyze the spelling of these words by analyzing their roots.

4. Get acquainted with your desk dictionary as an editorial resource. What information beyond correct spelling does it provide an editor? Check the front matter and appendixes. Also look for help within the word lists on measurements and on symbols and signs. Name your dictionary, and cite at least three types of information other than spelling and usage. Compare your dictionary with a classmate's to get a sense of how different dictionaries may help an editor.
5. Investigate one or more of the online resources listed on page 151, and report on its value for editors. Look for another internet resource that could also help editors with their spelling, capitalization, and abbreviation questions.
6. Correct the following sentences for spelling, misused words, capitalization, and abbreviation. Consult a dictionary and style manual when you are uncertain. Use copymarking symbols.
 - a. Development will continue in the Northern part of the city.
 - b. Do not spill the Hydrochloric Acid on your clothes.
 - c. Do swedish meatballs go well with French fries?
 - d. A research project at the sight of a major city landfill has shown how slowly plastic decomposes; i.e., a plastic bottle takes 100–400 years to decompose.
 - e. The Society for Technical Communication has planned feild trips to three Hi Tech company's. Later in the year some students will attend the Annual Conference of the STC. All of these plans for travelling requie some extensive fund raising this Fall. The sponserers have proposed the establishment of an Editing Service. Student edtors would aquire jobs thru the Service and return 15 per cent of there earnings to the group.
 - f. A minor in computor science in combination with a major in english can make a student an attractive canditate for a job in technical communication.
 - g. Capitol investmant in the company will raise in the next physical year.
 - h. A prevous employe was the defendent in an embarasing and costly law suit charging sexual harrasment.
 - i. Only 10 m. seperates her house from mine. I wish it were further.