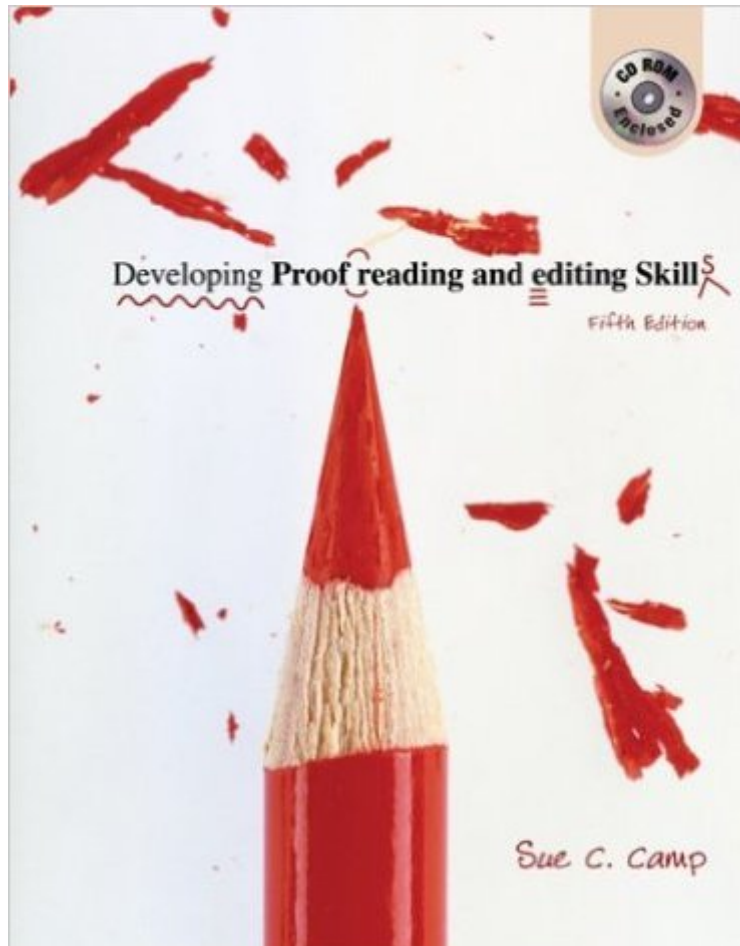# Developing Proofreading And Editing Skills W/ Student CD-ROM Package

Synopsis

Developing Proofreading and Editing Skills, 5/e by Camp provides instruction and applications designed to sharpen skills in detecting and correcting errors in written communications including memos, letters, reports, email messages, databases, presentation slides, advertisements, and spreadsheets. The material progresses from easy-to-recognize errors to those more difficult to spot, allowing students to build confidence and skill. Highlights of the 5th edition include a discussion of voice-recognition technology and proofreading and editing, end-of-chapter text applications with two applications in each chapter available on CD-ROM, and a series of seven review modules offering challenging proofreading practice.

Book Information

Paperback: 416 pages

Publisher: McGraw-Hill Education; 5 edition (March 26, 2004)

Language: English

ISBN-10: 0072976551

ISBN-13: 978-0072976557

Product Dimensions: 8.4 x 0.7 x 10.7 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 3.5 out of 5 starsÂ Â See all reviewsÂ (25 customer reviews)

Best Sellers Rank: #343,758 in Books (See Top 100 in Books)   #74 inÂ Books > Business & Money > Processes & Infrastructure > Office Management   #142 inÂ Books > Reference > Writing, Research & Publishing Guides > Writing > Editing   #328 inÂ Books > Textbooks > Business & Finance > Business Communication

Customer Reviews

I purchased this book to help me with a new editing job. I took the plastic wrap off of it and started reading. Nowhere on the cover does it say you need the instructor's manual for the answers. It says it in the beginning of the book.I contacted the publiher to see if where i could purchase the instructors manual and they insisted it was only available to schools. The book is totally useless to me since i need a way to check my answers and brush up on my skills.I returned the book and will try not to purchase from this publisher in the future. I have since purchased a workbook with an answer key.

Proofreading and editing marks are taught through a lot of examples and exercise problems. To do

all the exercises and application pages took me about 1 hour or less for each chapter. Easy to get through and a great resource for college.

Good learning tool to evaluate your proofreading and editing skills if you get a NEW book with the CD ... great layout in the book. THE BOOK is clearly well-written and has a good design, and layout that is easy to follow! It can provide you with some great hands-on experience! But I have never seen the CD (i.e., I can't evaluate that part). Just keep in mind, that there's a somewhat newer version on that was published in 2010. I was able to find a 2011 teacher's edition elsewhere, so there are newer versions.

This book is GREAT!! It has helped me a lot with my basic grammar skills. It explains a lot of basic grammar rules that I didn't even know myself. IT has helped me write better essays for my teachers.

This is a great book to have, not just for class, but for anyone needing to upgrade their grammar and reading skills. It is an excellent workbook!!!

I used this text book for my Business Communication class last semester. It was very helpful. My favorite part was that there was a cheat sheet of proofreading symbols on the front cover.

I had an awful experience renting this book. Half the pages were ruined with writing while others were missing. It did not even come with the CD. I was disappointed.

Easy to read and comprehend. I learned a lot from this textbook. I would like to have the newest edition for my collection. I know have a full understanding of sentence structuring and word meaning.

<u>Download to continue reading...</u>

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Beginners, Photo Editing) Developing Management Skills Plus MyManagementLab with Pearson eText -- Access Card Package (9th Edition) Communication Skills: 101 Tips for Effective Communication Skills (Communication Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills) Future 3 package: Student Book (with Practice Plus CD-ROM) and Workbook Future 2 package: Student Book (with Practice Plus CD-ROM) and Workbook (Future English for Results) A Detailed Guide to Self-Publishing with and Other Online Booksellers: Proofreading, Author Pages, Marketing, and More Copyediting and Proofreading For Dummies Phunny Stuph: Proofreading Exercises with a Sense of Humor Student's Guide to Writing College Papers: Fourth Edition (Chicago Guides to Writing, Editing, and Publishing) Embedded Linux Porting on ARM & RFID Implementation Using ARM SoC: Developing a flexible and agile Board Secure Package Linux with multiple applications Social Skills - Social Fluency: Genuine Social Habits to Work a Room, Own a Conversation, and be Instantly Likeable...Even Introverts! (Communication Skills, Small Talk, People Skills Mastery) Leadership: Become A Super Leader - Management, Management Skills, Communication & Coaching (Business Skills, Influence, Persuasion, Body Language, Leadership Skills, Emotional Intelligence) Steck-Vaughn Core Skills: Mathematics: Student Edition Grades 6 - 9 Algebra, Math Review and Algebra (Core Skills: Algebra) LIFE SKILLS HEALTH STUDENT EDITION (Ags Life Skills Health) Designing and Managing the Supply Chain: Concepts, Strategies, and Cases w/CD-ROM Package