

Editing Marathon Review

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Mechanics and Conventions

Name: _____

Date: _____

Answer the following questions based on the lesson about editing techniques and writing conventions.

1. What was the most challenging part of editing today? Please explain why it was challenging.

2. What is the first thing we should check when editing our writing?

- A. Punctuation
- B. Capitalization
- C. Spelling

3. Careful editing can help us communicate more clearly.

- True False

4. The heart of the righteous weighs answers _____, but the mouth of the wicked pours out evil things.

5. What new strategies did you learn about editing? Describe one or two of them.

6. Which of the following is NOT a step in the editing process we discussed?

- A. Checking capitalization
- B. Adding more details
- C. Verifying spelling

7. Grammatical correctness is not important when editing.

- True False

8. Careful writing reflects God's desire for clear _____.

9. How can careful editing help us communicate more effectively? Provide an example.

10. What does Proverbs 15:28 teach us about our words?

- A. They should be spoken quickly
- B. They should be weighed carefully
- C. They should be ignored

Answer Key

1. The most challenging part was finding all the spelling errors because some were hard to notice. 2. Capitalization 3. True 4. carefully 5. I learned to check my punctuation marks and to read my writing out loud to catch mistakes. 6. Adding more details 7. False 8. communication 9. Careful editing helps us avoid misunderstandings. For example, if I fix my spelling, my reader will know exactly what I mean. 10. They should be weighed carefully