

D O W J O N E S



NEWSPAPER FUND INC.

The Dow Jones Newspaper Fund, Inc.

1999 Intern Program Controlled Editing Exercise

For Fund Use: SCORE _____

Applicant's Name _____ School _____

Name and Title of Monitor _____ Phone Number (____) _____

Monitor's Address _____ Date Exercise Given ____/____/98

Instructions

Please read these instructions before beginning. The 5-page test has a one-hour time limit. It consists of five parts for a total of 100 points. Part 1, grammar; Part 2, current events; Part 3, graphics; Part 4, spelling; and Part 5, copy editing and headline writing.

The exercise will test your basic copy editing skills and will give you an opportunity to demonstrate your news judgment and your ability to deal with a deadline.

The headlines should be written in the spaces provided in Part 5. Each line of the headlines should be no more than FOUR units short of the total count. Don't forget to leave a space between words. Count each character (from a comma to a capital W to a space) as one unit. For example, the headline below would have the following counts:

Editing Test (12 units)

Called Easy (11 units)

By Students (11 units)

For the editing component, refer to the symbols on this page. You should look for spelling, grammar and usage mistakes, as well as contradictions and/or gaps in the stories.

Basic News Editing Symbols

Situation	Symbol	Example	Situation	Symbol	Example
1. Paragraph		<u>This</u> is a new paragraph.	7. Capitalizing		capitalize sentences and proper names such as tom.
2. Insert		This is ^{hw} insertions ^{are} made. Here's how to insert punctuation marks.	8. Lower case		Lower case words this way.
3. Delete		Delete words words like this. Remove letters this way.	9. Use figures/ Spell out		Numbers from 1 to nine must be spelled out. Numerals (ten) and larger must look this way: 10, 11, 12...
4. Transpose		Here's <u>to</u> how transpose words. Let <u>tr</u> es are transposed this way. The same goes for punctuation.	10. Abbreviate		903 University Street Princeton, New Jersey
5. Close space		These <u>marks</u> close spaces.	Don't abbreviate		Words that shouldn't be abbreviated are spelled out this way: He lives on a wide st. in N.J.
6. Separate words		An extra space is indicated here.			

Note: While other copy editing symbols exist, the ones above will serve you as you take this exam.

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Part 1 --- Usage: Circle the correct word(s) in boldface for each sentence.

1. **Anyone/Any one** of them could become a publisher someday.
2. Congress **approved/passed** a bill to increase the minimum wage.
3. One **should/should not** use a hyphen between adverbs ending in *-ly* and adjectives they modify.
4. Her attitude about politics **differs with/differs from** mine.
5. The **escapee/fugitive** was caught two miles from the scene of the crime.
6. The reporter had a **flair/flare** for colorful language.
7. The end of World War II is considered a **historic/historical** event.
8. He **sustained/suffered/received** serious injuries in the automobile accident.
9. The 2-year-old **infant/child** is in perfect health.
10. **Latitude/Longitude** refers to the distance north and south of the equator.
11. The editor spent the entire day **vetoeing/vetoing** the reporters' ideas.
12. The **United States/U.S.** failed to win a medal in hockey at the Winter Olympics.
13. His white tie **complements/compliments** his black shirt.
14. Reporters were wondering **who/whom** the editor would select for the assignment.
15. An editor must take steps to **ensure/insure** the accuracy of every article.
16. **Fewer than/Less than** 15 people applied for the job.
17. When the publisher becomes livid, her face turns **ashen/crimson**.
18. **Average/Mean/Median** is the middle number of points in a series arranged by size.
19. Occidental refers to inhabitants of **Africa/Asia/Europe**.
20. He **convinced/persuaded** me that it was the right thing to do.

Part 2 --- Current Events: Fill in the blanks with the appropriate answer.

Bombs exploded near U.S. embassies in the East African nations of _____ and _____, killing more than 250 people.

_____ and _____ detonated nuclear weapons within days of each other, heightening tensions in South Asia.

Several news organizations and their employees came under attack for breaching journalistic standards. One was _____.

A number of prominent people died in 1998, including Alan B. Shepard, Jr., America's first _____; _____, a noted singer and entertainer known for doing things "My Way"; Arizona senator and the so-called father of the American conservative movement _____, and James Earl Ray, who pleaded guilty to the 1968 murder of _____.

The movie _____ swept 11 Academy Awards, including the one for best picture.

Pfizer's drug for males, _____, was introduced and had unprecedented sales.

In sports, _____ played host to, and won, soccer's World Cup. And _____ became the youngest person to win an Olympic Gold Medal in women's figure skating.

Habibe succeeded Suharto after 32 years as president of _____.

Daimler-Benz acquired _____ in a \$36 billion merger, the biggest industrial takeover in history.

Match the following people and descriptions.

A. Vernon Jordan; B. Betty Currie; C. William Ginsburg; D. Larry Cockell; E. Web Hubbell

_____ Monica Lewinsky's first lawyer

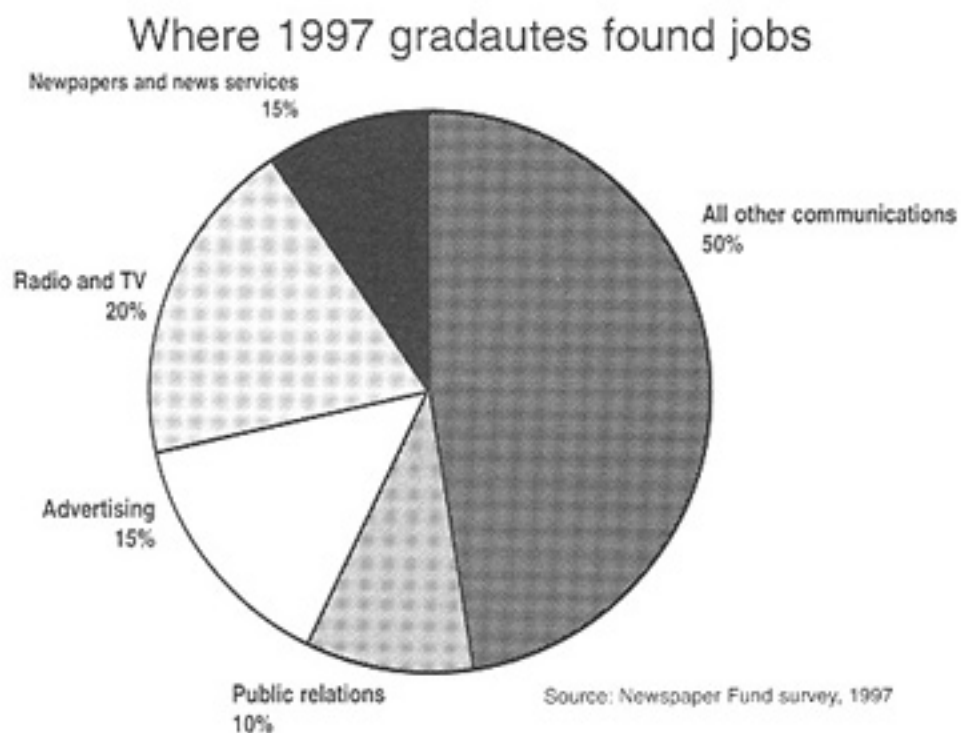
_____ Secret Service agent who headed President Clinton's protective detail

_____ Prominent Washington lawyer, often called simply "Clinton friend"

_____ Hillary Rodham Clinton's former law partner

_____ President Clinton's secretary

Part 3 --- Graphics: Correct errors in the chart below.



Part 4 --- Spelling: Circle the number of any entry below that is misspelled.

1. Linda Tripp
2. Leon E. Panetta
3. Madeleine K. Allbright
4. Theodore J. Kaczynsky
5. Kenneth W. Starr
6. Khartoun, the Sudan
7. Kabul, Afganishtan
8. President Boris Yeltsin

Part 5 --- Editing and headline writing: Edit the following story and write a headline that has three lines with a maximum character count of 15 per line.

NEW YORK—Stocks had a quiet day for a change.

After a month of turbulent swings in heavy trading volume, the Dow Jones Industrial Average rose 32.96 points, or 0.39%, to 8566.61 Thursday in a relatively hectic trading session. On the New York Stock Exchange, 577 million shares changed hands, well below the average 1998 trading volume of 557 million shares. Smaller stocks and technology issues declined, and the Nasdaq index fell 6.79 points, or 0.26%, to 1970.82.

Samuel I. Nokishima, an investment strategist with fund-management group S. Low Price, said, "The market obviously is following a familiar pattern. If Asia is up, we are up here. That was the case today. Hong Kong and Singapore had big gains, so it wasn't surprising that our markets would be higher as well."

After big gains last week, some traders moved money back to stocks from the bond market. The yield on the 30-year U.S. Treasury bond fell one-half percent, to 5% from 5.5%. "I think we continue to see some short-term concern about the political climate," said Nokishima. But, the more the climate is settled in Asia, the better it will be here in the U.S."

(continue to back page)

Part 5 --- Editing and headline writing: Edit the following story and write a headline that has two lines with a maximum character count of 20 per line.

WASHINGTON—A federal court ruled unanimously that the Census Bureau's plan to use statistical sampling to supplement the 2000 census violated federal law.

The Census Bureau hoped to use sampling to avoid problems that developed with the 1990 census, which missed 8.8 billion people and counted 4.4 million either twice or in the wrong place. Those who stood to gain from the sampling included minority groups, whose members are always undercounted.

Congressional Republicans welcomed the 2-1 decision because they hold a slight majority in Congress. The census data is used to draw boundaries for House districts and to apportion House seats. Speaker Newt Gingrich had brought the suit against the bureau.

A Census Bureau spokesman estimated that 60% of the households in America completed and returned the census forms in 1990. He said census workers visited about half of the 25% of households that didn't respond. "As with anything else," the spokesman commented, "we simply didn't have the money to visit every household. Some always will be missed."

FINAL INSTRUCTIONS: When you have finished or when time runs out, return this exercise to your monitor. The monitor's signature will certify that the exercise was completed within the 60-minute period. The monitor must mail your completed exercise postmarked by Nov. 16, 1998, to the Dow Jones Newspaper Fund, PO Box 300, Princeton, NJ 08543-0300.

Signature of Monitor

Date

Part 1 --- Usage: Circle the correct word(s) in boldface for each sentence.

1. Anyone/**Any one** of them could become a publisher someday.
2. Congress approved/**passed** a bill to increase the minimum wage.
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INDIA and PAKISTAN detonated nuclear weapons within days of each other, heightening tensions in South Asia.

Several news organizations and their employees came under attack for breaching journalistic standards. One was BOSTON GLOBE, CNN, NEW REPUBLIC, CINCY ENQUIRER.

A number of prominent people died in 1998, including Alan B. Shepard, Jr., America's first ASTRONAUT; FRANK SINATRA, a noted singer and entertainer known for doing things "My Way"; Arizona senator and the so-called father of the American conservative movement BARRY GOLDWATER, and James Earl Ray, who pleaded guilty to the 1968 murder of MARTIN LUTHER KING.

The movie TITANIC swept 11 Academy Awards, including the one for best picture.

Pfizer's drug for males, VIAGRA, was introduced and had unprecedented sales.

In sports, FRANCE played host to, and won, soccer's World Cup. And TARA LIPINSKI became the youngest person to win an Olympic Gold Medal in women's figure skating.

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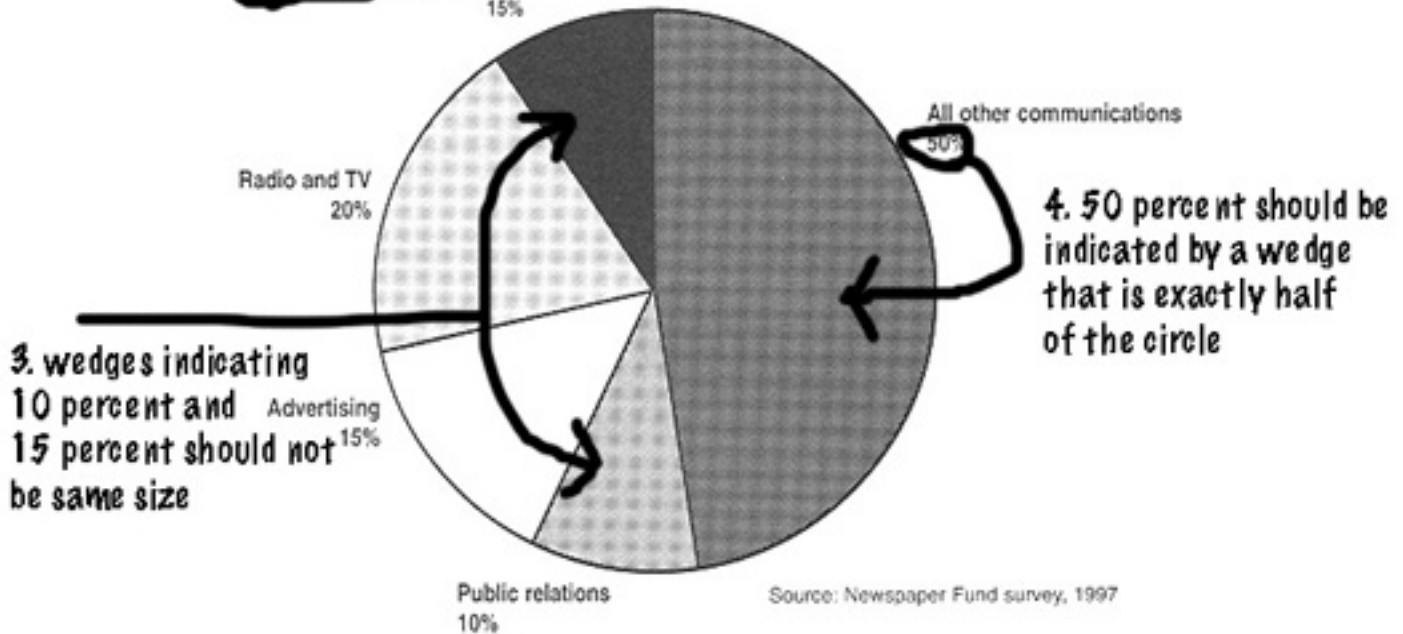
- C Monica Lewinsky's first lawyer
D Secret Service agent who headed President Clinton's protective detail
A Prominent Washington lawyer, often called simply "Clinton friend"
E Hillary Rodham Clinton's former law partner
B President Clinton's secretary

Part 3 --- Graphics: Correct errors in the chart below.

1. misspelling

2. misspelling Where 1997 gradautes found jobs

Newspapers and news services
15%



5. Add the value of the wedges, and you get 110 percent (pie charts always must add up to 100 percent).

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Congressional Republicans welcomed the **2-1** decision because they hold a slight majority in Congress. The census data is used to draw boundaries for House districts and to apportion House seats. Speaker Newt Gingrich had brought the suit against the bureau.

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