



The Dow Jones Newspaper Fund, Inc.

1998 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 _____ / _____ /97

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, is worth 20 points; Part 2, current events, is worth 20 points; Part 3, graphics, is worth 5 points; Part 4, spelling, is worth 5 points and Part 5, copy editing and headline writing, is worth 50 points.

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	L	This is a new paragraph.	7. Capitalizing	≡	capitalize sentences and proper names such as tom.
2. Insert	V	This is how insertions are made. Here's how to insert punctuation marks.	8. Lower case	/	Lower case words this way.
3. Delete	=	Delete 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	U	Here's how to transpose words. Letters are transposed this way. The same goes for punctuation.	10. Abbreviate	○	903 University Street Princeton, New Jersey
5. Close space	C	These marks 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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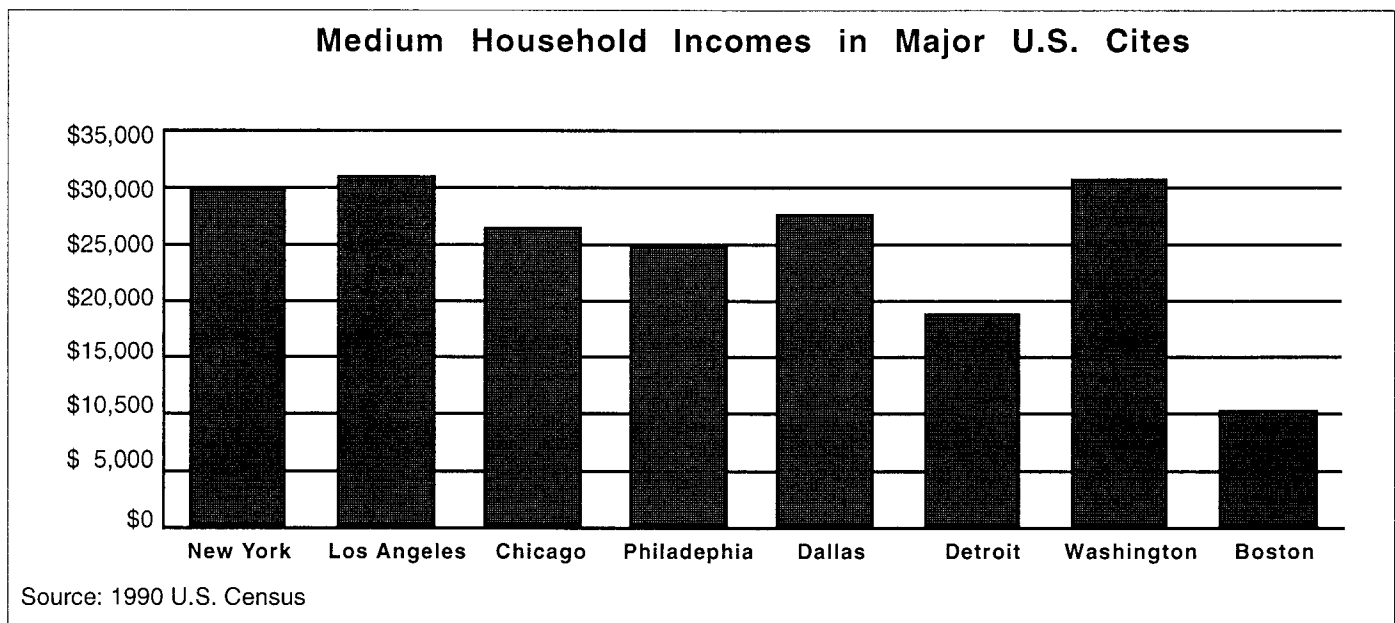
Part 1 -- Grammar and Usage: Circle the correct boldfaced word(s) for each sentence.

1. My rejection letter was written on embossed **stationary/stationery**.
2. The reporter's story didn't **gibe/jibe** with the facts.
3. The U.S. continues to place a/an **boycott/embargo** on goods from Cuba.
4. The editor, **who/whom** I didn't know, nevertheless seemed pleased to interview me.
5. The **mean/median** grade in the group of 50, 55, 85, 88 and 100 is 85.
6. Neither the reporters nor the editor **were/was** pleased with the article as it was written.
7. **Damage/Damages** from the hurricane totaled more than \$1 billion.
8. The sports editor seemed **adverse/averse** to any changes at the newspaper.
9. The publisher's praise of my article was entirely **pretense/pretext**.
10. I felt **bad/badly** that I missed the deadline for the first edition of the newspaper.
11. This is the photographer **who/whom** I had seen earlier.
12. Police described the woman as a **brunette/brunet** in her 30s.
13. The editor and the publisher no longer talk to **one another/each other**.
14. She is **presently/currently** on assignment but will be back in the office soon.
15. The **arbitrator/mediator** heard from all parties before issuing his decision.
16. **Whoever/Whomever** we choose as editor will have a difficult task.
17. The family **emigrated/immigrated** from Russia in 1995.
18. He noticed three **discreet/discrete** speech patterns among the students.
19. She's one of those people who **want/wants** to put her agenda before that of the newspaper.
20. To some people, the title of executive editor **connotes/denotes** too much power.

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

1. The Soviet space station _____ continued to be plagued with problems.
2. A strike by the Teamsters union against _____ disrupted the nation's package-delivery system.
3. China's so-called paramount leader _____ died early this year.
4. Among other notables who died in 1997 were Britain's _____, who died in a car crash in Paris, Nobel Peace Prize winner _____, who was noted for her work among the poor, and actor _____, 89, whose portrayal of small-town Americans made him a national icon.
5. Kofi Annan was selected as the secretary general of the _____.
6. Madeleine K. Albright became the first woman to serve as the U.S. _____.
7. The U.S. space probe Pathfinder sent back remarkable pictures of the planet _____.
8. The Supreme Court ruled that a lawsuit filed by _____ could continue against President Clinton.
9. _____ became the first person of color to win the Masters golf tournament.
10. Tennessee Sen. _____ headed an investigation into illegal campaign-finance practices.
11. After the overthrow of the late Mobutu Sese Seko, Congo became the new name for _____.
12. President Clinton's nomination of William Weld to be ambassador to _____ was held up in the Senate by Jesse Helms.
13. Women broke the gender barrier at the nation's last all-male, state-supported military school, which is _____.
14. Britain's Tony Blair was elected _____ in a landslide vote.
15. In other news from the U.K., _____ was returned to China, while _____ commemorated its 50th anniversary of independence from Britain.
16. The year 1997 marked the 50th anniversary of _____ breaking the color barrier in major league baseball.
17. Thirty-nine people committed suicide in San Diego, hoping they would join a spaceship trailing the Hale-Bopp _____.

Part 3 — Editing graphics: Correct errors in the graphic using conventional editing marks.



Part 4 — Spelling: Correct misspellings.

1. paparazzi _____
2. King Norodom Siahnouk _____
3. President Nelson Mandella _____
4. President Ernesto Zedilo _____
5. Bosnia and Herzegovina _____
6. U.S. Rep. Richard Gephart _____
7. Rupert Murdoch _____
8. milenium _____

Part 5 -- Editing and headline writing: Edit the following story and write a headline that has two lines with a maximum character count of 19 per line.

BOOMTOWN, Fla.--John C. Smith, a winner of the Congressional Medal of Honor, died Tuesday night at the Boomtown Town Nursing Home. He was 53 and a Boomtown resident for more than 30 years.

Mr. Smith was born in St. Louis and moved to Boomtown after service in the Korean War, where he was a combat pilot. He was credited with shooting down more than 15 North Korean fighter planes during the war. After the war, he served as a pilot for TransAmerica Airlines until he retired in 1985. He had a life-long interest in flying and taught dozens of Boomtown residents how to fly.

Mr. Smith was active in the American Legion, the Nights of Columbus and many charitable organizations in Boomtown. He founded the Boomtown Center for Children and was its honorary director for nearly two decades.

Survivors include four brothers: Joseph of St. Louis; Tom of Los Angeles; Jeff of Boomtown, and Fred of Phoenix, and a sister, Sally, who died in 1996. Funeral arrangements are by Boomtown Funeral Home, 333 Main St.

Part 5 -- Editing and headline writing: Edit the following story and write a headline that has two lines with a maximum character count of 12 per line.

A chilly dawn will grip most places from the Middle West to the East Coast tomorrow, with many low-temperature records being broken. Snow flurries are expected in the Appalachians, while rain will spread across much of the Northwest.

Weather experts are predicting that the so-called El Nino phenomenon, which has warmed the waters of the Pacific Ocean as it moves westward from the Hawaiian Islands to Mexico, will cause water temperatures to increase by at least 10 degrees Fahrenheit offshore Mexico City. Such an increase, the experts say, could produce storms that would cause severe flooding.

Thomas Jones, a spokesman for the National Weather Service, added that the path of El Nino could cause a 20 percent increase in the amount of rainfall in Mexico City. "Last year," Mr. Jones said, "the infrastructure of Mexico City was challenged by 15 inches of rainfall. I can only guess what 20 inches would do to the city this year. I hope they have the proper preparations in place."

A warm front will move eastward across the Northern Plains states, with the temperature in Fargo, S.D., expected to reach 65 degrees. A band of showers will precede the surge of milder air in the region.

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. 15, 1997**, to the Dow Jones Newspaper Fund, PO Box 300, Princeton, NJ, 08543-0300.

Signature of Monitor

Date

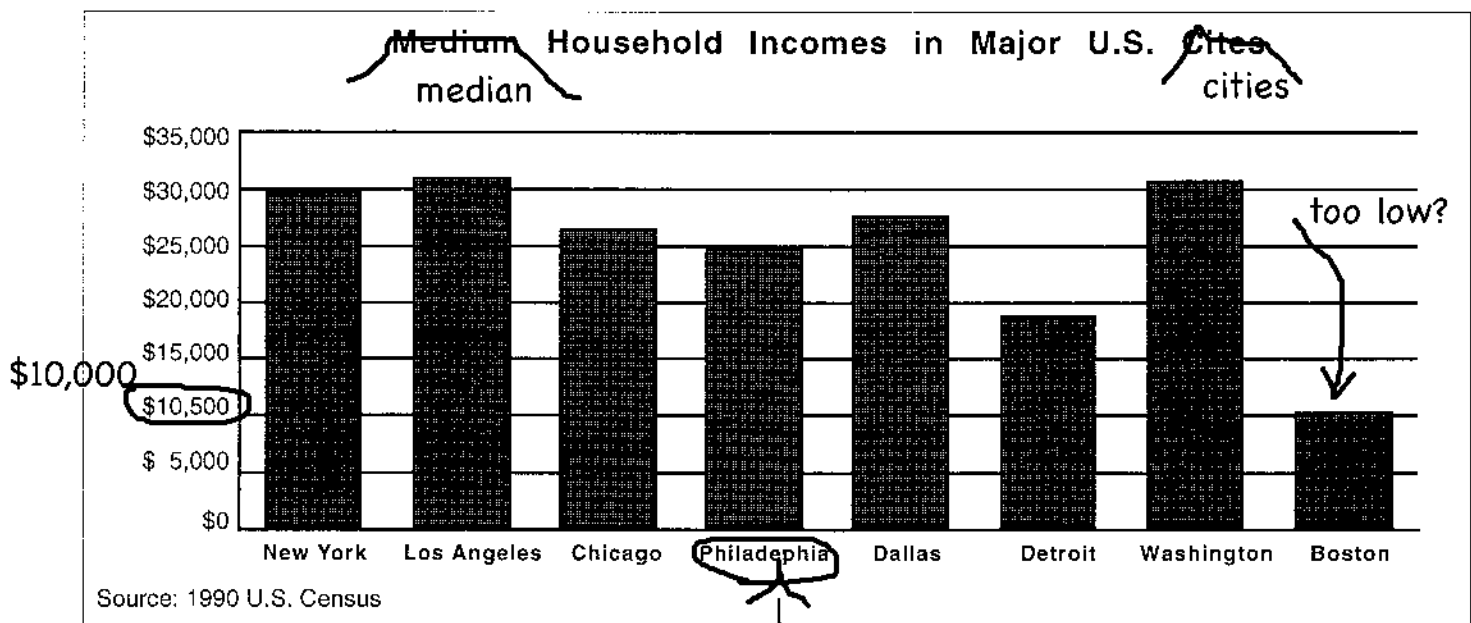
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2. A strike by the Teamsters union against United Parcel Service (UPS) disrupted the nation's package-delivery system.
3. China's so-called paramount leader Deng Xiaoping died early this year.
4. Among other notables who died in 1997 were Britain's Princess Diana, who died in a car crash in Paris, Nobel Peace Prize winner Mother Teresa, who was noted for her work among the poor, and actor Jimmy Stewart, 89, whose portrayal of small-town Americans made him a national icon.
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9. Tiger Woods became the first person of color to win the Masters golf tournament.
10. Tennessee Sen. Fred Thompson headed an investigation into illegal campaign-finance practices.
11. After the overthrow of the late Mobutu Sese Seko, Congo became the new name for Zaire.
12. President Clinton's nomination of William Weld to be ambassador to Mexico was held up in the Senate by Jesse Helms.
13. Women broke the gender barrier at the nation's last all-male, state-supported military school, which is Virginia Military Institute, or VMI.
14. Britain's Tony Blair was elected prime minister in a landslide vote.
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5. Bosnia and Herzegovina

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