

ENGLISH

Grammar: Editing



EDITING

Editing is a process that involves revising the content, organization, grammar, and presentation of a piece of writing. The purpose of editing is to ensure that your ideas are presented to your reader as clearly as possible. Proofreading focuses on checking for accuracy in smaller details of your work.

Editing is an important task in grammar section. It is very useful for improving grammar and avoid grammatical mistakes in a phrase, paragraph, sentence or any other written composition. In editing tasks, we have to replace incorrect grammatical mistaken words and replace them with proper ones. We also use correct determiners, punctuation marks and proper formatting to the given phrase, paragraph or sentence. Overall editing is a process of correcting mistakes and arranging given content in a proper manner.

Sample

The following passages have not been edited. There is one error in each line. Write the incorrect word and the correction against the correct question number. Remember to underline the word you have supplied.

	Incorrect	Correct
1. In the traditional sense prayer meant communicating on God Almighty.	(a)
It includes the devotions, verbal but mental prayers that are saying.	(b)
There are various ways and forms to prayer and meditation, vocal prayers, etc.	(c)
But the fundamental either the base of prayer are not any of these.	(d)
	(e)
	(f)
	(g)
	(h)
2. Maricha changed him into a charming golden deer on surpassing beauty and wandered around an ashrama playfully in order to drawing Sita's attention.	(a)
Sita is gathering flowers near the ashrama,	(b)
	(c)
	(d)
	(e)

- while she suddenly saw the golden deer. (f)
- Enchanted with the charming beauty of the animal, she asked (g)
- Rama and Lakshmana to look into the exquisite animal. (h)
3. At a certain village, in the province of (a)
- La Mancha at Spain, there live (b)
- the gentleman of about 50 years of age. (c)
- He was tall and thin and has giant features. (d)
- At one time he is rich, but now he was poor, (e)
- why he had sold all his lands (f)
- at buy books. He loved reading and (g)
- spending all his time between his beloved books. (h)
4. A city of Venice attracts many a traveller, (a)
- as it lie sparkling in the sunshine, (b)
- its buildings reflecting in the waters (c)
- of the canals. There are much beautiful churches, (d)
- places and museums. In fact most of their (e)
- buildings are palaces long ago, so they look (f)
- grand and state. Some of them have been converted into (g)
- museums but libraries. (h)
5. The Egyptians were the first for make paper (a)
- from a plant calling papyrus. It grew in the (b)
- delta of River Nila in Africa. For the long time, (c)
- papyrus continues to be used as writing material. (d)
- Then the Chinese further perfected (e)
- an art for making paper. The demand (f)
- for paper increased while (g)

- books begin to be printed. (h)
6. The Portuguese began to explore a west coast (a)
 of Africa. Year after year they sent out ships when (b)
 sailed along the coast, every daring a little (c)
 further south. At first when they landed they find (d)
 that anything was made hot and dry by (e)
 the burning winds which blowing off the (f)
 Sahara Desert. They thought with the stories they had (g)
 heard, that the sun will burn their faces black. (h)
7. Mohan Das Karamchand Gandhi go to England (a)
 to higher studies at the age of 19. (b)
 His mother is apprehensive about young men (c)
 go astray in western society. But her fears (d)
 were allayed that Mohandas Karamchand Gandhi (e)
 swore not for touch meat, (f)
 wine and woman. He faces (g)
 a lot with difficulties due to his vegetarianism. (h)
8. There are some people that are afraid (a)
 of failures and sometimes they are afraid to (b)
 themselves, that they avoid take any (c)
 risks or committing a mistake and taking (d)
 a wrong step. They totally abstain entirely for (e)
 some attempt and endeavour. They looked (f)
 down upon himself and believe that (g)
 nothing is possible for him. (h)
9. Children are fond to coconut. It is the (a)

- biggest of all the nuts, and are indeed a wonderful (b)
 fruit. It grows on a tall palm tree and is find (c)
 in tropical countries round a seashore. The (d)
 name was giving to it by the Portuguese because, (e)
 with the three marks and eye-spots at the end, (f)
 it looks something like a monkey's face, and coco' (g)
 are a Portuguese word for a bugbear or a distorted maks. (h)
10. Louis Braille, on 1825, developed a special (a)
 script for the blind. It has known as (b)
 a Braille script. The letters in it are formed with (c)
 raised dots on thick paper. Blind people might (d)
 read these dots by running his fingers (e)
 lightly to them, across the page. Today, (f)
 thousands of books for almost every (g)
 subject is available in Braille. (h)

Answers

- (a) meant means (b) on with (c) but and (d) saying said (e) to of (f) and like (g) either or (h) are is
- (a) him himself (b) on with (c) an the (d) drawing draw (e) is was (f) while when (g) with by (h) at into
- (a) at in (b) live lived (c) the a (d) has had (e) is was (f) why because (g) at to (h) between among
- (a) A The (b) lie lies (c) reflecting reflected (d) much many (e) their its (f) are were (g) state stately (h) but or
- (a) for to (b) calling called (c) the a (d) continues continued (e) an the (f) for of (g) while when (h) begin began

6. (a) a the (b) when which (c) every each (d) find found (e) anything everything (f) blowing blew (g) with of (h) will would
7. (a) go went (b) to for (c) is was (d) go going (e) that when (f) for to (g) faces faced (h) with of
8. (a) that who (b) to of (c) take taking (d) and or (e) for from (f) some any (g) himself themselves (h) him them
9. (a) to of (b) are is (c) find found (d) a the (e) giving given (f) and or (g) look looked (h) are is
10. (a) on in (b) has is (c) with by (d) might can (e) his their (f) to on (g) for on (h) is are

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