

Communes first appeared in Belgium, France and Italy at the end of the 11<sup>th</sup> century. They were ~~actually a town~~<sup>≡ q s 31</sup> where everyone agreed to take an oath of mutual aid<sup>e</sup>. Communes were formed because Europe had just finally turned away the attacks ~~from~~<sup>from</sup> the Barbarians, and the people needed better protection and better legal and economic systems.

Communes then were ~~sort of~~<sup>q</sup> like districts or states that were usually respected by the King of that country.

Sometimes <sup>the</sup> king would honor ~~it~~<sup>them</sup> with a charter.

At different times, living in a commune could mean simply a local self-government<sup>31</sup> and at other times, it could mean a complete independence from the reigning authorities. All of the communes were different but there were fundamental similarities between them. Similarities, like loyalty to your fellow communers above all else, <sup>sp</sup> sharing of common expenses, like the upkeep of fortifications, a group of elected officials who who were the political authority, an authoritative structure that was directed toward keeping the peace <sup>d</sup> and protecting the community members, a communal court where disputes were judged, and all economic affairs like taxes and trade<sup>e</sup> being regulated in the community's best interest.

# Keyboarding Proofreading Exercises

**J Elliott**



## **Keyboarding Proofreading Exercises:**

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**Keyboarding/typewriting for Personal Applications** Berle Haggblade,John A. Kushner,1993 **Applied Typing and Information Processing** Archie Drummond,Anne Coles-Mogford,1994 Revised to reflect recent advances in technology this is a course for intermediate and advanced typing word processing programmes It includes photocopiable documents for completion of the exercises as well as displayed answers to all exercises not already set out in the main text In this edition extra information and exercises are included on language arts skills which include a punctuation review the use of prepositions subject and verb agreement word comparisons such as accept except and advice advise **Instructor Software User's Guide Gregg College Keyboarding & Document Processing** ,2006 Proofreading and Editing Precision Ellis Jones,David Kane,1994 This comprehensive activity oriented text is designed to sharpen proofreading and editing skills It provides a thorough review of the rules governing language arts Computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life The OPM Government's Trainer Announces FY 85 Training and Development Services United States. Office of Personnel Management,1984 **Training and Development Services** United States. Office of Personnel Management,1984 **Legislative Establishment Appropriation Bill** United States. Congress. House. Committee on Appropriations,1989 **Business Education Forum** ,1995 **College Keyboarding : Microsoft Word 2000 : Keyboarding and Formatting, Lessons 1-60** Susie H. VanHuss,2000 **Computer Keyboarding for Beginners** Edward Bernard Fry,1999-09 A textbook introducing computer keyboard typing skills with drills and exercises **College Keyboarding** Susie H. VanHuss,2000 Keeping with the tradition of providing the most updated products in the industry College Keyboarding has upgraded to Microsoft Word 2000 and WordPerfect 9 Combining the highly successful textbook with the latest software gives you the advantage of teaching with the great features you know from the current book with the new features of these new software upgrades Lessons 1 30 teaches new key learning *Essentials of Medical Transcription* Cindy Destafano,Fran M. Federman,2000 This modular based text builds competence for entry level medical transcription through scenario drills and a building block format It was conceived as a result of classroom experiences with student frustration Simulations provide students the opportunity to gain confidence and competence before they enter the workplace

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