



Editing or Proofreading?

1.	It changes the content of a text.	EDIT	PROOF
2.	It includes correcting organizational errors in the text.	EDIT	PROOF
3.	It includes improving clarity at the sentence level.	EDIT	PROOF
4.	It includes sharpening style at the sentence level.	EDIT	PROOF
5.	It includes improving word choice at the sentence and paragraph levels.	EDIT	PROOF
6.	It is about making sure that the structure of a text is clear.	EDIT	PROOF
7.	It is about seeing the "big picture" of a text and focuses on organization.	EDIT	PROOF
8.	It means to find and correct errors in a text and is the last step before publishing or turning in a text.	EDIT	PROOF
9.	It is about making sure that a text progresses in a logical manner from beginning to end.	EDIT	PROOF

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EPIE Institute



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Glencoe Language Arts Spelling Power, Grade 11, Blackline Masters McGraw-Hill Staff, 2000-07 *Glencoe Writer's Choice*, 2005 *EPIE Materials Report*, 1981 *EPIE Materials Report* EPIE Institute, 1981 *Glencoe Literature, Grade 7 St* McGraw-Hill Companies, The, 2000-03 State adopted textbook 2001 2007 Grade 7 **Secondary Textbook Review**, 1988 This book is intended as a resource for teachers and curriculum developers who select textbooks for secondary English courses It includes a compilation of 32 factual textbook reviews obtained from the application of a review instrument which was based on the California Model Curriculum Standards Grades Nine through Twelve English Language Arts and the English Language Arts Framework for California Public Schools Kindergarten through Grade Twelve The instrument described in the book was applied to selected English composition grammar and reading literature textbooks The book suggests that the resulting reviews can be used by teachers as a screening device to reduce the number of books they review and pilot studies they conduct thus educators will have more time to do in depth reviews of two or three textbooks which appear to match their course requirements and their students academic needs The book also states that the review instrument can be adapted by districts to reflect their own English objectives and test results Every review in the book includes two parts and a publisher s description which appears in the Appendix a section which depicts the extent to which the emphasis on content and process is given to each of the topics in the textbooks reviewed and a section which includes topics on content and processes which might be found only in teachers editions The book does not make assessments regarding the quality of the books reviewed but rather provides information which teachers may find useful in making quality judgments and selecting specific textbooks for English programs SR *Glencoe Language Arts Spelling Power Workbook Grade 12 Tae* McGraw-Hill Staff, 2001-08 Unit one The Anglo Saxon period and the Middle Ages 449 1485 unit two The English Renaissance 1485 1650 unit three From puritanism to the enlightenment 1640 1780 unit four The triumph of romanticism 1750 1837 unit five The Victorian Age 1837 1901 unit six The Modern Age 1901 1950 unit seven An international literature 1950 present Reference section **Writer's Choice** GLENCOE, Jacqueline Jones Royster, 1996 An elementary level language arts textbook which develops good writing skills through exercises in reading writing and grammar **Glencoe Literature** McGraw-Hill Staff, 2001-07 **Recording for the Blind & Dyslexic, ... Catalog of Books**, 1996

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