

LPR3AA3: 2020 May/June Exam (paper 1): Text editing (SUPPLEMENTARY EXAM PAPER)

Date: ?

Time: ?

Examiner: Prof E Cornelius

Internal moderator: Ms B Selepe

External moderator: Dr A Lourens (Stellenbosch University)

Total marks: 100

Test Information

Description This is the LPR3 text editing exam (paper 1).

Instructions All questions must be done on Blackboard.

Use of dictionaries, style guides or style manuals are allowed.

Answer all questions.

You have to complete the exam in one sitting and you have one attempt only. Remember you have only two hours to complete the exam.

Most importantly: This is a **text editing** exam. This means you may not make any spelling, typographical or grammar mistakes in your own writing (that is, in the questions that you answer about the text, in your editing brief, etc.) Remember to do a spell check and rigorous revision of your work before you submit it for assessment.

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test can be saved and resumed later.

Your answers are saved automatically.

**QUESTION 1**

Identify the genre (text type) to which this text belongs.

- 1. brochure
- 2. letter to the editor
- 3. Instruction manual
- 4. magazine article

4 points

**QUESTION 2**

In a paragraph, describe the **function** of the text (refer to the context in which it was produced, e.g. who is likely to be the author, the target reader, what is the intention of the writer with the text, etc.)

10 points

**QUESTION 3**

Write an **editing brief**, setting out details of the target audience and the level or degree of editing required, particulars about payment and the deadline, issues of confidentiality, ethics and copyright, and so on.

20 points

#### QUESTION 4

Calculate the readability statistics of the **unedited** text (remember to work with only the text and no other information that may accompany the text). Take a screenshot of the results of the readability calculation and upload it here.

Attach File

4 points

#### QUESTION 5

In a short paragraph, interpret the readability statistics/results (your own screenshot - see previous question) of the unedited text, focusing in particular on the Reading Ease and Grade Level counts.

6 points

#### QUESTION 6

In a paragraph, describe - in general - what you regard to be the biggest problems in the text that require specific editorial intervention. Also mention what degree/level of editing you think is required.

6 points

#### QUESTION 7

(i) Edit the text using MS Word's **track changes** function. *This part of the question counts 40 marks.*

(ii) Using MS Word's comment function, provide at least **five (5) annotations** in which you carefully motivate the specific editorial decisions you have made at the relevant and specific location in the text. *This part of the question counts 10 marks.*

Remember to continuously **save** your text as you edit it. Save it as follows on your computer: SURNAME and STUDENT NUMBER (e.g. Cornelius\_201234569).

**Upload** your text once you are sure you have enhanced its quality substantially and you have written five annotations.

Attach File

## Pure Pleasure

### *Giving warmth with safty*

#### SINGLE CONTROL TIEDOWN ELECTRIC BLANKET

#### Looking after your blanket

Investigate your blanket frequently for any signs of ware and tear, or damage to the blanket, control or coard. In the case of any damage or mis-use, stop using the blanket and contac the suplier immediatly.

A few pre-cautions to take notes of

After use, remember to switch of the blanket when you get out of bed.

Insure the bed covers are evenly spread over the electrical blanket to avoid a heet buildup in any section of the electric blanket, for example if your electric blanket is on Position Three and your pet or a pillow is covering a small section of the electric blanket the section immediatly under the subject will become excruciatingly hot and should the electric blanket reach a critical tempreture, the Safeguard overhear Protection System will activate and permanently disabled the blanket, rendering the blacket safe but unusable

Please take extra care to make sure that your blanket remains wellfitted at all time. Creases in the blanket should daily be avoid and smoothed out when making up the bed.

### **Storage**

The best way to store your blanket is to leave it on the bed. Failing this, store it in a dry, but moist, place but do not fold it. Folding or creasing the blanket should be avoided at all the cost. Roll it up loosely, to avoid making folds in the wire. Do not place anything on top of a stored blanket.

### **Cleaning**

Always remove the plug from the the power supply before attempting to clean the blanket. Small spots can be cleaned with a cloth or damp sponge and if necessary a little mild detergent. To dry the blanket, lie it on a flat surface in the sun to the dry.

- Do not dry clean, machine dry or iron the blanket.
- Do not switch the blanket on to dry it when it is got wet.
- Do not hang the blanket with clothes pegs or any other device to dry.  
Do not use a hairdryer or heater to dry the blanket.
- Make sure the electric blanket is completely dry before using.

### **Warnings**

For your own safety please read this manual from beginning to end carefully and operate the product according to the instructions. Electric blankets are safe and efficient appliances however not following these instructions are extremely dangerous and can lead to injury property damage and even death.

Please retain this manual for future reference.

Approved to international safety standard EN 60335-2-17:2002

[421 words]