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How to edit: Follow these copyediting tips

1. Cut long sentences in two
2. Axe the adverbs (a.k.a. -ly words)
3. Stick to one voice
4. Remove extra punctuation
5. Replace negative with positive
6. Replace stuffy words with simple ones
7. Remove redundancies
8. Reduce prepositions
9. Cut "in order ..."

How to Edit: 25 Editing Tips for Improving Your Writing

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Editing Guideline Keywords:

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writing process in which a

writer or editor strives to

improve a draft by

correcting errors and making

words and sentences clearer,

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Girl, is determined to wipe out bad grammar—but she's also determined to make the process as painless as possible. A couple of years ago, she created a weekly podcast to tackle some of the most common mistakes people make while communicating. The podcasts have now been downloaded more than twenty million times, and Mignon has dispensed grammar tips on Oprah and appeared on the pages of The New York Times, The Wall Street Journal, and USA Today. Written with the wit, warmth, and accessibility that the podcasts are known for, Grammar Girl's Quick and

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Dirty Tips for Better Writing covers the grammar rules and word-choice guidelines that can confound even the best writers. From "between vs. among" and "although vs. while" to comma splices and misplaced modifiers, Mignon offers memory tricks and clear explanations that will help readers recall and apply those troublesome grammar rules. Chock-full of tips on style, business writing, and effective e-mailing, Grammar Girl's print debut deserves a spot on every communicator's desk.

This celebrated primer presents an introduction to

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all of the key ingredients in understanding computerized adaptive testing technology, test development, statistics, and mental test theory. Based on years of research, this accessible book educates the novice and serves as a compendium of state-of-the-art information for professionals interested in computerized testing in the areas of education, psychology, and other related social sciences. A hypothetical test taken as a prelude to employment is used as a common example throughout to highlight this book's most important features and problems.

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Changes in the new edition include: *a completely rewritten chapter 2 on the system considerations needed for modern computerized adaptive testing; *a revised chapter 4 to include the latest in methodology surrounding online calibration and in the modeling of testlets; and *a new chapter 10 with helpful information on how test items are really selected, usage patterns, how usage patterns influence the number of new items required, and tools for managing item pools.

WWW may be an acronym for the World Wide Web, but no

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one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter The Yahoo! Style Guide. From Yahoo!, a leader in online content and one of the most visited Internet destinations in the world, comes the definitive reference on the essential elements of Web style for writers, editors, bloggers, and students. With topics that range from the basics of grammar and punctuation to Web-specific ways to

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teaching practice in a way that is accessible to busy teachers, teacher trainers or anyone interested in language development. Each chapter focuses on a similar approach taken by teachers and researchers from different countries and while the book contains contributions from some well-known authors, it also includes contributions from lesser-known practitioners who merit recognition of their innovative practices. This book is an important contribution to language teaching and learning for several reasons. It deals with educational innovation at various levels of

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education (young learners, primary, secondary, tertiary); it deals with perspectives from different areas of Europe and beyond; and it provides examples of grass-roots experiences being carried out by real teachers in real classrooms and is honest about the problems faced when implementing educational changes. It is therefore a book about authentic experiences with both a theoretical and problem-solving base, experiences which in turn make an important contribution to the underlying theories described herein.

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