

# Editing Hurdles

by Miriam Drori

STC-Israel Website Editor  
[www.stc-israel.org.il](http://www.stc-israel.org.il)

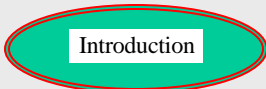
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# Editing Hurdles



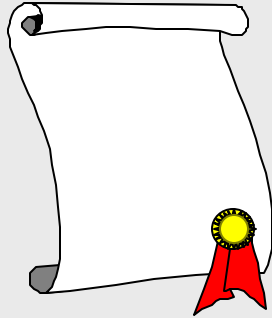
# Agenda



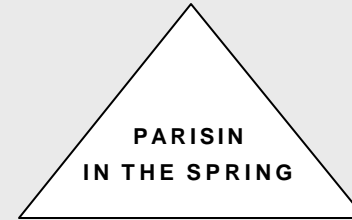
# UK English



## My Qualifications



## Now You See It



## Now You Don't

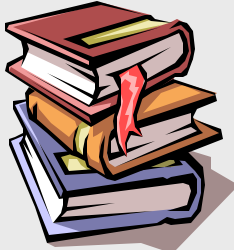


## Why Edit?

We could all use an editor to check our work, but, as most of us don't have that benefit, we have to be able to look at our work as if it was written by someone else .

were — ?

## What I Turned Up



- [www.stc-israel.org.il/Chapter/convention-2003/presentation-ricka.ppt](http://www.stc-israel.org.il/Chapter/convention-2003/presentation-ricka.ppt): **Editing Tips for Writers of English in Israel**
- *Eats, Shoots, and Leaves: The Zero Tolerance Approach to Punctuation*, by Lynn Truss

## What I Learned



- Til/Til/Until
- Dependent/Dependant
- Installment/Instalment

## Dependent/Dependant

### *Concise Oxford English Dictionary:*

- **Dependent** adj.
  1. (**dependent on**) contingent on or determined by.
  2. relying on something or someone for financial or other support.
- **Dependant** (also **dependent**) n.  
a person who relies on another, especially a family member for financial support.

### *Microsoft UK English:*

- **Dependent**: dependent relative (n.), needy (adj.)
- **Dependant**: charge (n.)

### *Microsoft US English:*

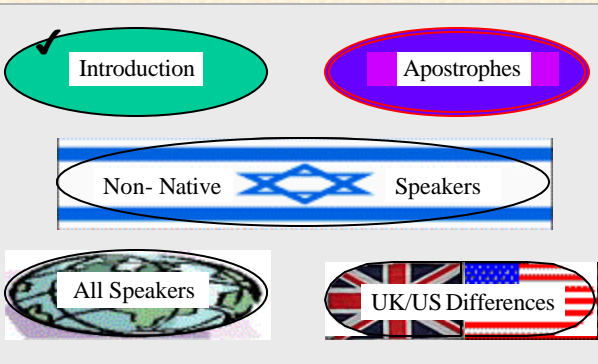
- **Dependent**: needy (adj.)
- **Dependant**: dependent relative (n.)

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## IT/IT S

It s a cold wind that blows nobody any good.

Let it stew in its own juice.

- **it's** stands for it is (or it has)
- **its** is correct if you can insert the word *own* after it

## Apostrophe Sites 1

- The Greengrocer s Apostrophe  
<http://privatewww.essex.ac.uk/~vcook/LG645-12.htm>
- The Apostrophe Protection Society  
<http://www.apostrophe.fsnet.co.uk>
- Friends of the Apostrophe  
<http://pub37.bravenet.com/forum/show.php?usernum=3170114826&cpv=1>
- The Golden Apostrophe Awards  
<http://www.sharoncolon.com>
- *The Apostrophe Catastrophe*  
[http://homepages.paradise.net.nz/mattpowe/cartoons/english\\_02.html](http://homepages.paradise.net.nz/mattpowe/cartoons/english_02.html)

## Apostrophe Sites 2

- Bob s Quick Guide to the Apostrophe, You Idiots  
<http://www.angryflower.com/bobsqu.gif>
- *Problems with apostrophes*  
<http://www.eng-lang.co.uk/apostrophes.htm>
- Taming the Apostrophe!  
<http://www.write101.com/sample.htm>
- apostrophe.co.uk: <http://www.apostrophe.co.uk>
- Die Apostroph-S-Hass-Seite (German)  
<http://members.aol.com/apostrophs>

## The Apostrophe Protection Society

<http://www.apostrophe.fsnet.co.uk/>

by John Richards

1. They are used to denote a missing letter or letters:  
*I can t instead of I cannot  
I dont instead of I do not  
it s instead of it is (or it has)*
2. They are used to denote possession:  
*the horse s bridle  
the company s logo  
Jones s riding school*
3. Apostrophes are **NEVER** ever used to denote plurals! ... Not even after abbreviations:  
*CDs  
VIPs  
TWs*

## Exception to the Rule

- An apostrophe can be used in a plural noun when confusion with another word would otherwise result:

*There are two a s [not as] and two i s [not is] in the made-up word apostrophilia.*

*From [http://www.ebstc.org/newsletter/0903/ask\\_elaine.htm](http://www.ebstc.org/newsletter/0903/ask_elaine.htm)  
by Elaine Parrish, copyeditor of Devil Mountain Views, the newsletter of the East Bay chapter of STC*

## Other Points

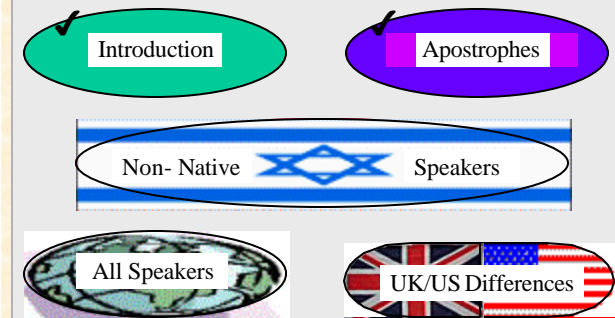
*Who s been eating my hay?*

*You re wrong: it s not your hay; it s their hay.*

*Don t you tell me whose hay it is. You should be horsewhipped.*

- **Their, There, They re**  
They re = They are  
Their = Belonging to them  
There = At or in that place
- **Your, You re**  
You re = You are  
Your = Belonging to you
- **Whose, Whos**  
Whos = Who is  
Whose = Belonging to whom

## Agenda



## Homophones 1

summary/summary	principal/principle
past/passed/parsed	ensure/insure
manor/manner	aural/oral
father/farther	cite/site/sight
here/hear	weight/wait
forward/foreword	coarse/course
stationery/stationary	compliment/complement
affect/effect	current/currant

## Homophones 2

envelop/envelope	role/roll
counsel/council	therefore/therefor
formally/formerly	
hangar/hanger	
led/lead	
pole/poll	
personal/personnel	
recent/resent	

## Compound Words

	into
	alongside
If you nip my	nowhere, somewhere, everywhere
fleas as an	cannot
everyday	everyday
occurrence, Ill	anyone, someone ( <i>but</i> no one)
be forever yours.	altogether
	forever

## Spelling

- merry/marry, then/than, shell/shall
- loose/lose, choose/chose
- breath/breathe, loath/loathe, clothes/cloths
- desert/dessert
- dinning/dining
- suit/suite
- recurring (not reoccurring)
- below/bellow

## Usage 1

Do ~~like~~ I do.

as

The ~~women~~, which was  
behind the desk,  
recommended ~~to delete~~ the  
text in parentheses.

a

who

e

deleting

recommend to  
in case that  
suggest/offer  
woman/women  
former/first, latter/last  
like/as  
parenthesis/parentheses  
that/which/who

## Usage 2

We recommend to read the manual before continuing.  
In case *Autocorrect* was used, .  
Here s the procedure. It s very easy.  
Error 62904. Please reboot your computer.  
The system will respond with an error message.  
Please be aware to the following: .  
Before two years, .  
You must comply to the standards.

## Amount/Number

~~Much~~ hands make high  
horses.

Many

More haste less  
speed. ✓

amount	number
quantity	number
little	few
less	fewer
much	many

## Abbreviations

### Question:

How do you say hungry  
horse in four letters?

### Answer:

MTGG

e.g. / i.e.

p.s. / n.b.

etc. (not *ect.*)

RSVP (not *Please RSVP*)

PIN (not *PIN number*)

## English-Sounding Words

Do you still eat that  
standart hay?

I buy mine in nylon bags  
at the canyon.

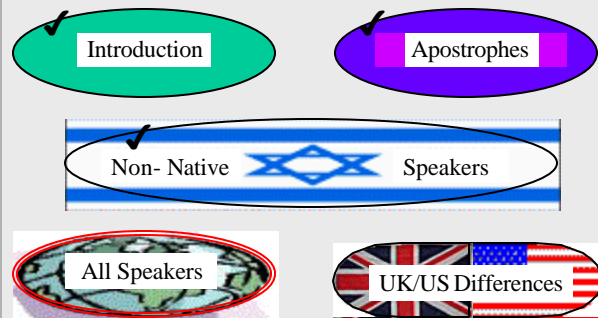
Then I catch a tramp  
home.

canyon = mall  
nylon = plastic  
standart = standard  
trampist = hitchhiker  
telephone =  
mobile/cell phone  
caspomat = ATM

## Exercise

1. We ll expand a word on
2. Lets share some light
3. We will do a short tour.
4. Well, from first glance its looks a bit messy
5. Surprise ! The optimization process made the opposite from what we expected.
6. Why it is so important ?  
Well, there is reverse ratio between x and y:  
as less as y s you enter, as much as x you gain.

## Agenda



## Why is Punctuation Important? 1

Dear John:

I want a man who knows what love is all about. You are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can be forever happy will you let me be yours?

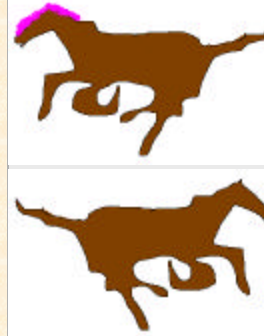
Gloria

## Why is Punctuation Important? 2

Dear John:

I want a man who knows what love is. All about you are generous, kind, thoughtful people, who are not like you. Admit to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can be forever happy. Will you let me be?  
Yours, Gloria

## Why is Punctuation Important? 3



- A woman, without her man, is nothing.
- A woman: without her, man is nothing.

## Singular or Plural?

The criteria were verified before the data was collected. None of them were found to be faulty.

- None
- Data
- Criteria
- Media

## More Grammar

If I were you, I d get rid of your intranet and replace it with hay, substituting bites for bits and bytes.

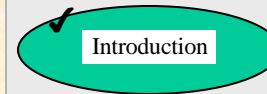
- Subjunctive
- Internet and intranet
- Replace with, but substitute for

## Danglers



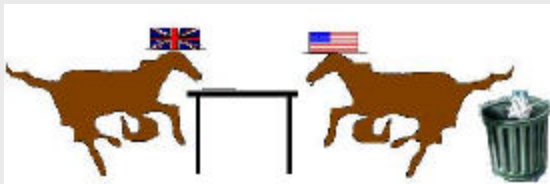
- Coming straight from the horse's mouth, he told them about the new policy.
- Based on the test results, I recommend scrapping the new policy.

## Agenda



## UK/US Phrases

- To table a motion
- Is comprised of / consists of / is constituted of
- Horseriding / horseback riding
- Wait in queue / line



## UK/US Prepositions

- A new lease of/on life
- Named after/for
- One to/on one
- Different from/to/than

## UK/US Spelling

- Practise
- License/Licence
- Kerb
- Cheque
- Programme
- Disk/Disc
- Enquire/Inquire
- Realize, Synthesize, Formalize ...

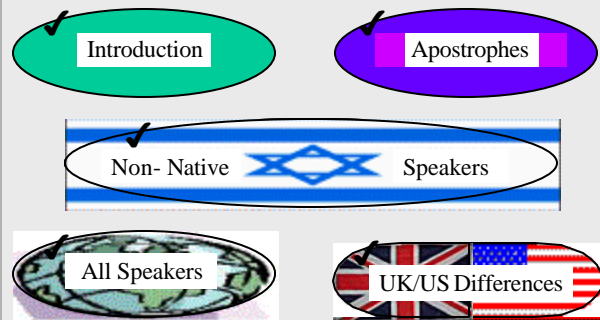
## UK/US Vocabulary

- Biweekly/Semiweekly/Fortnightly
- Presently/Momentarily
- Rota
- Transportation
- Afterwards/Afterward

### **10 February 2004: Hall 2**

10:00	11:00	Leah Guren
11:15	11:45	Anat Jacoby
11:45	12:15	Miriam Drori
14:30	15:00	Barbara Sher
15:00	15:30	Yisrael Woolf
15:45	16:45	Dr. Yaakov Greenspan
17:00	17:30	Ruti Singer
17:30	18:00	Chani Sacharen

## Summary



## Bibliography 1

- <http://www.wsu.edu/~brians/errors/errors.html#errors> (but start with the home page)
- <http://ccc.comnet.edu/grammar/notorious.htm>
- <http://www.sonic.net/~ideas/evr/play.html> - had me in stitches! But I didn't agree with all the grammar rules on other pages of the site.
- <http://www.orlapubs.com/AL/L88.html> - Amusing article about the problems of using Latin and Greek plurals.
- *50 Brain teasers; For Meetings, Presentations and Training Sessions*. Graham Roberts-Phelps and Anne MsDougall. Gower Publishing Limited, 1998.

## Bibliography 2

- [http://www.salscorral.com/data/horse\\_glossary/horse\\_glossary.htm](http://www.salscorral.com/data/horse_glossary/horse_glossary.htm)