



EDITING / PUNCTUATION

INTRODUCTION

Editing a passage means effecting necessary corrections in grammar, spelling and punctuation and thus making the passage crisp, effective and well organized. An engineer is often required to go through official letters, reports, documents, pamphlets and descriptive notes and edit them on the basis of content and language accuracy. More often the person who prepares these technical materials commit mistakes not only in grammar but spelling and punctuation as well. It is the responsibility of the engineer heading the department to make these writings error free.



Practice Exercises

I. Edit the following passages, making necessary corrections in grammar, spelling and punctuation:

1. One of the world's major source of energy are oil. We depend on it for heating; as fuel for transportation and generate of power. Crude mineral oil come out of the earth as a thick brown or black liquild with a strong smell. It is a complete mixtures of many different substance.
2. A familiar sigt in the indian countryside these days is a gulvanished box-like steel structure with a long, steady handle monted on a massive pedestal.
3. Oil, the major sources of enegy in the world today have had a dramatic effect in the worlds economy. Until quiet recetly, this demand for oil seems unlimited. This enormour demans motivate several multinational companies to invest in location of large deposits.
4. In 1973 the oil rich countries come to realize that if they act together, their oil deposits could be a source of great powder and wealth and their action of increase the price of oil immediatly afterwards, almost hold the developed countries to ransom.
5. on 17th april 1983, the SLV-3 roared into space. It put the rohini-2 satellite into orbit. The use of kelvar motor is an unique feature of this mission. The new device is used to inject the satellite into higher orbit.

6. many owners of small newspapers in India have very limited funds they still do hand composing with a few people on a letter press do you think it will be worth while to invest in this new equipment.
7. compared to a motorbike or car the bicycle is a slow moving vehicle but its popularity has been on the increase in recent years.
8. although there is virtually no production in India, the encyclopaedia britannica estimates that India has perhaps the largest accumulated stocks of silver in the world according to the reserve bank of India estimates in 1967 they were about 5000 million ounces.
9. In 1909 when ramanuja was 22 he married nine-year old janaki and took a clerical position in the madras port trust office to support her and his mother who lived with them.
10. In the past only highly trained computer experts were able to use computers but as they became cheaper and smaller and easier to operate many people are now finding that a computer can help them.
11. spread over five hectare joint indo us plant is located in one of the most industrially backward areas of andrapradesh.
12. the dry cell battery has long been a familiar object in our home its main use was to supply power for torch lights today dry cells of different sizes are used in transistor radios calculators portable tape recorders quartz clocks and torches.
13. it has often been said that electronic media such as television and videocassette records, and, indeed, the computer itself with its special language will soon render our children illiterate as far as the printed word goes while our own reliance on reading will hasten our obsolescence.
14. srinivasa ramanujam a poor uneducated Indian born a hundred years ago was one of the greatest and most unusual geniuses who ever lived.
15. the works manager of industrial gases limited has reported to the chairman of the company that there has been an accident in the factory three workers in the gas filling section have been hospitalized after inhaling chlorine gas.
16. all the resources of the national gallery of art and its friends had combined to present to the American public a remarkable visual and educational experience
17. the chairman said this project has been the main cause of the drain on our funds
18. the smart traffic lights has a video camera with a image processing chip inside says bart boucke of trafican the Belgian company coordinating the project
19. Steel is use in concrete bildings as reinforcement bars of diameter ranged from 6-40mm This composite material are calld reinforced cement concrete.

20. Radiation is the greater know danger to explorers in space we all receive radiation hear on earth from the son from cosmic race and from radioactive minerals.
21. The reporter said thank you very much Mr.Menon I wish you success in all ventures.
22. the primary aim of training in any industry are to educate and to helps its personal rice to certain standards to meat the work place's requirment.
23. A word processer is a peace of software that enable a computer to function like a automated office with the softwear, the computer works as a typewriter sol that on create ones own files.
24. faradays experiments wear onli the first steps but he had shown quiet clearly that magnets could be use to produce an electric current
25. without bamboos the villages cannot survive says M.N.Buch farmer forest secretary of Madhya Pradesh the blooming bamboo of bastar yield 3000 to 4000 quintals of rare seed.
26. There are three main group of oil: animal and vegetable and mineral. Great quantity of animal oil come from whales, which are largest animals of the sea. To protect the whale from the cold of the Arctic seas, nature has provided it with a thick covering of fat called blubber.
27. Information technology is perhaps only industry in which the number of job opportunity is for greater than number of skilled professionals available. Traditionally Head hunters and internal Human Resources departments has been the main source of recruitment for IT companies. These mode of recruitment is used even today. However given the quick turn over and rapid changing skills, IT companies today prefer web enabled recruitment.
28. Being a manager is one think, but becoming a superlative manager require a little more effort which rises you over the level of the ordinary. This is not so difficult as one may think nor it is as hard to achieve. With the will and the drive to succeed, any reasonably able executive can aspire to become the high power, high profile sucesstory and become a result getting manager with a high employability quotient.
29. an interview is an interction or interpersonal communication between two person or between one person and a small group. It is means to accomplished a task and involved speaking and listen. There is different type of interview- job interviews, admission interviews, counsuling interviews, disiplinary interviews, performance apprasal interviews etc.,
30. the interview generally begin in simple question about your and you are have no difficulty in answering it. They are means to put your at ease and the question are called ice breaking question.