

# Editing Task

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## I. ERROR CORRECTION

### TYPE-I

The following passages have not been edited. There is one error in each line. Write the incorrect word and the correction against the correct question number. Remember to underline the word you have supplied. One is done as an example:

- |  |            |       |                |
|--|------------|-------|----------------|
| 1. In the traditional sense prayer meant             | <i>e.g</i> | meant | <u>means</u>   |
| communicating on God Almighty. It includes           | (a)        | ..... | .....          |
| the devotions, verbal but mental prayers             | (b)        | ..... | .....          |
| that are saying. There are various ways              | (c)        | ..... | .....          |
| and forms to prayer like meditation, vocal           | (d)        | ..... | .....          |
| prayers, etc. But the fundamental and the base       | (e)        | ..... | .....          |
| of prayer is not each of these. Every little         | (f)        | ..... | .....          |
| act we do for the good of others is prayer.          |            |       |                |
| When we pray, we surrender our to                    | (g)        | ..... | .....          |
| a ultimate power which can help us in                | (h)        | ..... | .....          |
| all possible ways.                                   |            |       |                |
| 2. Maricha changed him into a charming golden        | <i>e.g</i> | him   | <u>himself</u> |
| deer on surpassing beauty and wandered               | (a)        | ..... | .....          |
| around an <i>ashrama</i> playfully in order to       | (b)        | ..... | .....          |
| draw Sita's attention. Sita is gathering             | (c)        | ..... | .....          |
| flowers near the <i>ashrama</i> , while she suddenly | (d)        | ..... | .....          |
| saw the deer. Enchanted with the charming            | (e)        | ..... | .....          |
| beauty of the animal, she calling out to             | (f)        | ..... | .....          |
| Rama and Lakshmana and asked them to look at it.     |            |       |                |
| They looked on Maricha and soon realised             | (g)        | ..... | .....          |
| that the charming golden deer was not an             |            |       |                |
| ordinary deer and a demon who could change his form  | (h)        | ..... | .....          |
| at will.   |            |       |                |

3. In a certain village, in the province of La Mancha at Spain, there lived the gentleman of about 50 years of age. He was tall and thin and has giant features. At one time he is rich, but now he was poor, where he had sold all his lands at buy books. He loved reading and spendig all him time among his beloved books. He had so many passion for reading that on many occasions he used to borrow money at buying new books in the market.
- e.g. at in  
 (a) .....  
 (b) .....  
 (c) .....  
 (d) .....  
 (e) .....  
 (f) .....  
 (g) .....  
 (h) .....
4. A city of Venice attracts many a traveller, as it lie sparkling in the sunshine, with its buildings reflecting in the watersof the canals. There are much beautiful churches, places and museums. In fact most of their buildings are palaces long ago, so they look grand and stately. Some of them have been converted for museums and libraries. Venice used to be one of the most leading city of Europe that was throbbing with trade and commercial activities at all kinds.
- e.g. A The  
 (a) .....  
 (b) .....  
 (c) .....  
 (d) .....  
 (e) .....  
 (f) .....  
 (g) .....  
 (h) .....
5. The Egyptians were the first for make paper from a real calling papyrus. It grew in the delta of River Nile in Africa. For the longtime, papyrus continues to be used as writing material. Then the Chinese further perfected an art of making paper. The demand for paper increased while books began to be printed with printing presses. Today, wood pulp is used to made paper. The first printing machine was inventing in Europe just before the renaissance period.
- e.g. for to  
 (a) .....  
 (b) .....  
 (c) .....  
 (d) .....  
 (e) .....  
 (f) .....  
 (g) .....  
 (h) .....

### Answers

1. (a) on ... with (b) but ... and  
 (c) saying ... said (d) to ... of  
 (e) and ... or (f) each ... any  
 (g) our ... ourselves (h) a ... the
2. (a) on ... with (b) an ... the  
 (c) is ... was (d) while ... when  
 (e) with ... by (f) calling ... called  
 (g) on ... at (h) and ... but

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 3. (a) the ... <u>a</u>            | (b) has ... <u>had</u>              |
| (c) is ... <u>was</u>              | (d) where ... <u>because</u>        |
| (e) at ... <u>to</u>               | (f) him ... <u>his</u>              |
| (g) many ... <u>much</u>           | (h) at ... <u>for</u>               |
| 4. (a) lie ... <u>lies</u>         | (b) reflecting ... <u>reflected</u> |
| (c) much ... <u>many</u>           | (d) their ... <u>its</u>            |
| (e) are ... <u>were</u>            | (f) for ... <u>into</u>             |
| (g) city ... <u>cities</u>         | (h) at ... <u>of</u>                |
| 5. (a) calling ... <u>called</u>   | (b) the ... <u>a</u>                |
| (c) continues ... <u>continued</u> | (d) an ... <u>the</u>               |
| (e) while ... <u>when</u>          | (f) with ... <u>on</u>              |
| (g) make ... <u>made</u>           | (h) inventing ... <u>invented</u>   |

## TYPE-II

**Edit the letters given below:**

1. A-21, Chankyapuri  
New Delhi

21st December, 20××

Dear Sanjay

Your school will be closed for the summer vacation (a) for next Monday. (b) Here, you will have a lot of time at your (c) dispersal. I (d) hence invite you to spend some days with me. My mother will be (e) happily to see you. I am looking forward to it. Let me know. I will be there at the station (f) for receiving you. Don't bring (g) the heavy luggage as you will be provided (h) in all necessary things.

Yours affectionately  
*Mukesh*

2. The Editor  
The Times of India  
New Delhi

20th March, 20××

Sir

Through the columns of your esteemed newspaper, I wish to enlighten the general public (a) for the health hazard being (b) causing by eating fast food that has become so popular (c) by the younger generation. The junk food (d) is ready available (e) on various outlets in the city. So it (f) attract people of all ages without making them even pause to think about (g) their harmful effects. People should give (h) in the tendency to go for the junk food.

Yours affectionately  
*Ramesh*

**3.** The Director

CIEFL

Hyderabad

20th March, 20××

Sir

This is to inform you and (a) every other distinguished guestes (b) on CIEFL, that the guest lecture by Mr. Jubeen Mehta (c) schedule for 20th March, 20×× (d) has cancelled due (e) on unavoidable circumstances. The lecture will now be held on 25th March, 20×× at 10 a.m. Please make it (f) conveniently to attend the lecture along with your team. We will be (g) look forward to your visit with (h) eagerly expectation.

Yours faithfully

*B. Balasubramaniam*

**4.** House No.34

Block-VII, Vasant Kunj

New Delhi

10th March, 20××

Sir

I want to write this letter to make people aware (a) at the alarming situation (b) in that India finds itself to day. The (c) grow population has made mockery of all our development programmes. (d) Many population means more mouths to feed. Our natural resources are (e) be exhausted every year. We have to control this growing population at any cost. The (f) early, the better it will be. Let us stop it at the earliest. Let's understand that more people need not only more food (g) yet also more space to live (h) at.

Yours faithfully

*Rampal*

**5.** 12, Birsa Munda Nagar

Ranchi

20th March, 20××

Dear Sachin

You will be glad to know that our school (a) was organising an educational tour (b) on Agra. Agra is (c) a old historical city. It has many monuments of the Mughals. (d) A Taj Mahal is one of the most beautiful (e) monument of the world. The Mughal emperor Sahajahan got it (f) build in the memory of his beloved wife Mumtaj. It (g) take twenty years to build it. More than twenty thousand (h) worker worked hard for twenty years to complete it.

We will miss you in Agra.

Yours sincerely

*Raja*

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## Answers

- |                                       |                             |                              |                                     |
|---------------------------------------|-----------------------------|------------------------------|-------------------------------------|
| 1. (a) from<br>(e) be happy           | (b) Hence<br>(f) to receive | (c) disposal<br>(g) a        | (d) therefore<br>(h) with           |
| 2. (a) about<br>(e) at                | (b) caused<br>(f) attracts  | (c) among<br>(g) it          | (d) readily<br>(h) up               |
| 3. (a) all<br>(e) to                  | (b) from<br>(f) convenient  | (c) scheduled<br>(g) looking | (d) has been cancelled<br>(h) eager |
| 4. (a) of<br>(e) being exhausted      | (b) in which<br>(f) earlier | (c) growing<br>(g) but       | (d) More population<br>(h) in       |
| 5. (a) is organising<br>(e) monuments | (b) to<br>(f) built         | (c) an old<br>(g) took       | (d) The Taj Mahal<br>(h) workers    |

## II. OMISSION OF WORDS

**In the following passages one word has been omitted in each line. Write the missing word along with the word that comes before and the word that comes after it. Ensure that the word that forms your answer is underlined as shown in example:**

- |   |  |
|---|--|
| <p>1. In the bejewelled beauty of Lakshadweep, the most glittering is Minicoy, southernmost island of the archipelago. You can tell the difference even you land at the jetty. Dressed jeans and T-shirts, the wiry, muscular young man truly children of the sea. Pulling the ropes, steering or piloting, there no doubt were born on the sea and are meant for the sea. Half of the male population are sailors. Fishing is the main occupation well as the main source livelihood for the people of the island.</p> | <p>e.g. beauty <u>of</u> Lakshdeep<br/>           (a) .....<br/>           (b) .....<br/>           (c) .....<br/>           (d) .....<br/>           (e) .....<br/>           (f) .....<br/>           (g) .....<br/>           (h) .....</p> |
| <p>2. In process of pasteurisation, milk, wine, butter, etc. are heated up a certain temperature then quickly chilled. This kills the bacteria them. If milk is heated upto 63° 30 minutes in between 72°–85° for 16 seconds and then chilled to 10° less, the bacteria present in it destroyed. Pasteurisation protects the milk from being spoiled. Most of the milk plants using this technique to make the milk free bacterial decay.</p>   | <p>e.g. In <u>the</u> process<br/>           (a) .....<br/>           (b) .....<br/>           (c) .....<br/>           (d) .....<br/>           (e) .....<br/>           (f) .....<br/>           (g) .....<br/>           (h) .....</p>      |
| <p>3. Throughout the greater part Bertrand Russell's childhood, most important hours of his days were those he spent alone in the garden.</p>   | <p>e.g. part <u>of</u> Bestrand<br/>           (a) .....<br/>           (b) .....</p>  |

He knew corner of the garden, and knew (c) .....  
 in part of the garden primroses and bluebells (d) .....  
 bloomed. He was very fond watching the (e) .....  
 sunrise bright April days and he would sometimes (f) .....  
 slip out of the house for a long walk before breakfast.  
 He spent a lot of time not only reflecting deeply on the  
 human race also on reflecting the ways (g) .....  
 and means solving those formidable issues. (h) .....

4. From very early times, India had been famous e.g. Famous for spices  
 spices, textiles, jewellery pearls. The Arabs were (a) .....  
 among the first to come India for trade. Later, the (b) .....  
 Portuguese, the Dutch, French and the English (c) .....  
 followed. They fought themselves to control trade. (d) .....  
 The English the most powerful. They treaded through (e) .....  
 the English East India Company. The company bought  
 goods from India cheap rates and sold them abroad at (f) .....  
 high prices. These European traders indulged many (g) .....  
 illegal activities like the opium trade. Earning  
 money was only consideraton and they had little (h) .....  
 consideration for human values and freedom.

5. Plants derive their food both the earth e.g. both from the  
 and the air. If you minutely look their (a) .....  
 roots, you find that the ends of their (b) .....  
 roots like fine fibres. We call them root-hairs. (c) .....  
 They absorb water minerals and (d) .....  
 transport upwards to the leaves through the (e) .....  
 trunk and the branches. It is the leaves prepare (f) .....  
 the food. The leaves have pores which are filled air. (g) .....  
 The leaves absorb oxygen the air through (h) .....  
 a process called photosynthesis.

### Answers

1. (a) Minicoy, the southern most (b) even as you  
 (c) Dressed in jeans (d) men are truly  
 (e) there is no (f) doubt they were  
 (g) occupation as well (h) source of livelihood
2. (a) up to a (b) temperature and then  
 (c) bacteria in them (d) 63° for 30 minutes  
 (e) 10° or less (f) it are destroyed  
 (g) plants are using (h) free from bacterial

3. (a) childhood the most (b) those that he  
 (c) knew each corner (d) in which part  
 (e) fond of watching (f) sunrise on bright  
 (g) race but also (g) means for solving
4. (a) jewellery and pearls (b) come to India  
 (c) Dutch the French (d) fought among themselves  
 (e) English were the (f) India at cheap  
 (g) indulged in many (h) was the only
5. (a) look at their (b) you will find  
 (c) roots are like (d) water and minerals  
 (e) transport them upwards (f) leaves which prepare  
 (g) filled with air (g) oxygen from the

## TEST YOUR SKILLS

- I. The following passages have not been edited. There is one error in each line. Write the incorrect word and the correction against the correct question number. Remember to underline the word you have supplied.

The Taj Mahal, situated in the (a) .....  
 banks of river Yamuna is the most (b) .....  
 beautiful mausoleum in a world. (c) .....  
 Its minarates and domes stands (d) .....  
 testimony for the greatness of (e) .....  
 Mughal architecture. Although it have lost (f) .....  
 its pure white colour it attracted a lot of (g) .....  
 tourists which visit it in thousands. It is a symbol (h) .....  
 of true love that inspire millions of young hearts.  
 system of treatment in India.

- II. Edit the letter given below by choosing from the appropriate options:

To  
 The Editor  
 The Times of India  
 New Delhi  
 Sir

I want to bring to your notice the frequent breakdown of (a) electrical in Patparganj. Inspite (b) to many reminders the Electricity Board has done (c) something except (d) gave false promises. The students and old people (e) will the worst sufferers. Even the voltage is very low. The supply is very erractic. I hope the Board will take (f) immediately steps to ease the situation. Only drastic steps (g) were needed to cope (h) at the situation.

Yours faithfully  
 Ram Lal

**III. In the following passages one word has been omitted in each line. Write the missing word along with the word that comes before and the word that comes after it. Ensure that the word that forms your answer is underlined.**

Former military officers are welcomed anti-Gaddafi	(a) .....
protesters in Benghazi Friday. Muammar Gaddafi's	(b) .....
forces opened fire on protesters surged on	(c) .....
to streets of Tripoli for the first time	(d) .....
killing four. The second-largest city Benghazi	(e) .....
was said be in control of the protesters while	(f) .....
thousands held rallies cities encircling Tripoli.	(g) .....
New Delhi got permission to land two flights day	(h) .....
for the next 10 days to evacuate Indians.	