

Hillcrest Medical Center Proofreading Exercise 4 Answers

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this best selling learning package uses a simulation approach to provide students with a working knowledge of the most common medical reports reports transcribed include history and physical examination operative pathology radiology and discharge summary

this worktext designed for 10 to 15 hours of instruction progresses from simple to complex proofreading tasks it includes proofreading exercises on simulations of wordprocessing screens and features separate sections on grammatical and proofreading

skills also covered is a wide range of business literature including letters memos reports purchase orders computer printouts etc

this book is designed to develop competent proofreading and editing skills through self paced instruction two new chapters have been added that reinforce editing for conciseness and clarity additional emphasis is given to proofreading for errors in keyboarding spelling word division format capitalization punctuation word usage grammar and content

this comprehensive activity oriented text is designed to sharpen proofreading and editing skills it provides a thorough review of the rules governing language arts computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life

writing with confidence a value priced developmental writing worktext provides essential instruction and practice in basic writing skills at the sentence and paragraph level the first developmental text to incorporate high interest connected discourse subject matter in its exercises writing with confidence retains and expands on this feature most chapters pursue a theme throughout the exercises the dreams and premonitions surrounding the death of abraham lincoln animal facts and oddities the gustatory achievements of diamond jim brady the world s greatest eater the voyage of the kon tiki and so on the text s six unit structure includes 30 short chapters on the writing process paragraph organization and development the shape of the essay all the rhetorical modes and all the sentence skills the writing chapters are fully process oriented showing the development of a paragraph in six steps from planning and outlining through drafting revising editing and proofreading optional collaborative activities are provided in the margins of each chapter this focus on writing is balanced with equal attention to sentence skills not only for native speakers of english who need help but for non english dominant speakers as well esl boxes provide help for students whose first language is not english as do the two final chapters of the book which address troublesome matters such as verb phrases word order articles and prepositions the reading writing connection throughout the book has been expanded with sixteen additional readings in the last unit of the book including several written by students and the popular blueprints for writing found in the rhetorical chapters have been carried into unit ending blueprints for success in which the most important concepts and practices are summarized in graphs and charts

the annotated instructor s edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness it s designed to help you meet the diverse needs and learning styles of your students

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