

## LESSON 1 - ASSIGNMENT

1. a) Briefly describe your experience in writing and editing – if any.
- b) Explain how you plan to use your editing skills in the future – for personal use or professionally.  
Write no more than ½ page in all.

2. Write the correct spelling for the following words (make sure it is the correct spelling for your country, as some of these words are different in the UK, Australia and America):

haemorrhage  
liqueur  
contratemp  
supercede  
xerophyte  
oenology  
siesmology  
cognisenti

Osama Bin Ladin  
dissidant  
clorofluorocarbon  
geurillas  
useage  
patchoulli  
onomatopeaia  
Bagdhad

fuchia  
dipplodicus  
Bolshevick  
vingnette  
mileage  
pyrhic  
accomodation  
leukemia

3. Submit eight resource files, as described in the set task.

4. In your own words (of no more than one sentence for each term), define the following terms (as they relate to publishing):

- copy editing
- substantive editing
- proof reading
- manuscript
- typesetting
- desktop publishing
- in-house editor
- freelance editor
- production editor
- commissioning editor