

A Copy-Editor's Guide to Working with Authors

Exercise 2

Part 1 Rewrite the comments in a more diplomatic way.

There were lots of mistakes in your typescript, which I have corrected. I had to define the abbreviations that you missed.

This isn't house style.

I must have your corrections by Friday.

What does this sentence mean? I can't understand it.

You haven't answered all of my questions. Please send me the complete list again.

Part 2 What two suggestions can you make for an alternative way of working?

1.

2.