

Counting Errors

IST 101

Credit by Exam

1. Any stroke that is incorrect

Class Was cancelled.

The bill is due on the frist of the month.

We are open svein days a weak.

You're new car will be delivered tomorrow!

I wANT TO REVIEW BEFORE THE EXAM.

2. Any punctuation after a word is incorrect or omitted. (Count the word before as incorrect.)

When did you last see her.

I owe \$29.73 I have no money

Look out.

3. The spacing after a word or after its punctuation is incorrect.
(Count the word as incorrect.)

I don't like mashedpotatoes.

Everyone is expected to attend.The team is counting on our support.

Where did you park the car? I am tired of walking!

4. A letter or word is omitted.

Original:

My eyes closed and my head because I
have had no sleep.

Copy:

My eyes closed and my head nodded
because I had no seep.



have is also missing

5. A letter or word is repeated.

Take the ~~the~~ next right.

~~Whoa!~~ I asked for a little cream in my
cofffee!

When we asked her her response was "No!"

The last sentence is correct

6. A direction about spacing, indenting, and so on is violated.

Examples:

Tabbing at the beginning of a paragraph

Double spacing

Word Wrap

Underlining or bolding

7. Words are transposed.

Incorrect: The colors of our flag are white, red and blue.

Correct: The colors of our flag are red, white, and blue.

2 transposed words
count as one error

Incorrect: Happy Cars Used Ham's are guaranteed for 60 days.

Correct: Happy Ham's Used Cars are guaranteed for 60 days.

3 transposed words
count as two errors

Find the errors

On the following slide there are two paragraphs. The first is the correct copy. The second one contains errors. Can you find all of the errors?

Original

We often do not think about the amount of time and effort spent doing a task. If we did, we would realize that many of us work even while we are playing.

Copy w/? errors

We often do not think about the moment in time and effort spend doing a task. If we did we would realize that many of use work even while we are sleeping.