MANUSCRIPT CORRECTIONS

A BIG RESPONSIBILITY …

- Often DOCUMENTS (letters, memos etc) can be scribbled by your boss

- Or it is a mixture of some typescript and some manuscript corrections

- YOU HAVE TO TURN THIS INTO A PROFESSIONAL LOOKING DOCUMENT SO THAT IT CAN BE SENT TO OTHER MEMBERS OF STAFF OR CUSTOMERS

UC

- Stands for Upper Case

- Which means you use a capital letter where marked

LC

- Stands for Lower Case

- Which means you use a small letter where marked

INITIAL CAPS

- Means that you key in the text marked with a capital letter at the beginning of the words

CLOSED CAPS

- Means that you key in the word in BLOCK CAPITALS

SPACED CAPS

- Means that you key in the word in capitals but with one space between each letter

- A D M I N I S T R A T I O N

STET

- leave the word as it stands

NP OR [

- Shows you where you should add a new paragraph by hitting the return key twice at that place

RUN ON

- Means that you join the paragraphs together to become one paragraph rather than 2

TRS

- Means TRANSPOSE

- This means that you change the order of the words or characters marked

DELETE

- Means that you delete the words as marked

INSERT

- Means that you insert the words or punctuation as marked.

ARRANGE

- Means that you sort into the order requrested. Eg Alphabetical or Numerical Order

MOVE PARAGRAPH OR WORD

- The paragraph or word will usually be circled with an arrow indicating where the word/paragraph has to be repositioned

CHANGE TO 24-HOUR CLOCK

- Any times within the document should be displayed in 24-hour-clock
- The word hours should always be in full even if shortened in the instruction

ABBREVIATIONS

- Any abbreviations should always be keyed in IN FULL

- hrs should be hours

A FEW POINTS TO NOTE:

- Always put 2 returns between paragraphs
- Always block to the left
- Use tables to create lists – its easier to control

ALWAYS MAKE YOUR WORK LOOK FABULOUS!