



*editcetera*

## **BASIC SKILLS TEST FOR EDITCETERA APPLICANTS**

At Editcetera, we expect everyone who works under our name to use correct English in all communications. We therefore require applicants for membership to pass the following quiz before moving to the next step of the process.

Instructions: For each of the following sentences, choose the letter of the grammatically correct word or words to fill in the blank. Also note any misspelled words and their correct spelling (with sentence number indicated) in the Notes field at the end of the test.

After you complete your test and the following Experience Checklist, submit this document electronically to [info@editcetera.com](mailto:info@editcetera.com). Please do not include your name in this document.

1. Every editor and proofreader \_\_\_\_\_ to know how to use a style sheet.
  - a. needs
  - b. need
  
2. She felt \_\_\_\_\_ that the author was annoyed by the query.
  - a. bad
  - b. badly
  
3. Stored in one filing cabinet \_\_\_\_\_ all of the manuscripts.
  - a. were
  - b. was
  
4. Specific examples and use of dialogue \_\_\_\_\_ this author's writing lively and interesting.
  - a. make
  - b. makes
  
5. The author wanted to work with one of those editors who \_\_\_\_\_ Track Changes is heavenly.
  - a. thinks
  - b. think

6. The publishing company decided to remainder \_\_\_\_\_ entire backlist.  
a. it's  
b. their  
c. they're  
d. its
7. The editor \_\_\_\_\_ the committee chose to develop the test became ill.  
a. whom  
b. who
8. Errors slip through if neither the editor nor the proofreader \_\_\_\_\_ them.  
a. notices  
b. notice
9. Editors pay close attention to \_\_\_\_\_ even they sometimes miss errors.  
a. punctuation; however  
b. punctuation, however,  
c. punctuation; however,
10. She wanted to buy a book, two pads of paper, and \_\_\_\_\_.  
a. number 2 pencil  
b. start writing  
c. a pen  
d. find a good eraser
11. \_\_\_\_\_, her accent is typically British.  
a. Being a native of London  
b. Growing up in London  
c. Having grown up in London  
d. Because the speaker grew up in London
12. Between you and \_\_\_\_\_, the company is in trouble.  
a. I  
b. me
13. I don't know \_\_\_\_\_ being sent as liason, but it's not my decision.  
a. who's  
b. whose
14. This class is not only difficult \_\_\_\_\_ interesting.  
a. but also  
b. but also it is  
c. but it is also

15. Unlike Adobe InDesign, \_\_\_\_\_.
- a. you can't use Microsoft Word for professional publishing
  - b. Microsoft didn't design Word for professional publishing
  - c. professional publishing features aren't available in Microsoft Word
  - d. Microsoft Word isn't meant for professional publishing
16. Knowledge of grammar has a substantial \_\_\_\_\_ on an editor's performance.
- a. effect
  - b. affect
17. Editors enjoy looking up words in a dictionary \_\_\_\_\_.
- a. everyday
  - b. every day
18. She wants either to continue with her schoolwork or \_\_\_\_\_.
- a. she'll get a job
  - b. get a job
  - c. wants to get a job
  - d. to get a job
19. The rolls of the assistant are \_\_\_\_\_.
- a. the taking of notes, to type reports, and maintaining files
  - b. taking notes, typing reports, and maintaining files
  - c. to take notes, type reports, and file maintenance
  - d. to take notes, type reports, and to maintain files
20. The editor \_\_\_\_\_ in the article.
- a. had to only make one change
  - b. had to make only one change
  - c. only had to make one change

Notes:

## EXPERIENCE CHECKLIST FOR EDITCETERA APPLICANTS

Please use this form to indicate the kinds of experience you have. This will help us to determine your eligibility for membership and will also help our Selection Committee to route your application appropriately during the review process.

How many years of experience do you have in print and/or online publishing or communications?

Are you an active freelancer?

Yes  
No

If no, what are your plans to become a freelancer within 1 year?

Do you currently reside in the state of California, Oregon, or Washington?

Yes  
No

Please indicate the kinds of work you have done.

Proofreading  
Copyediting  
Substantive Editing  
Developmental Editing  
Writing  
Indexing  
Project Management  
Other: \_\_\_\_\_

Please indicate the kinds of content with which you have substantive experience.

Books published by traditional publishing houses  
Self-published books, works by author-publishers  
Fiction and/or memoir  
Corporate publications

Scholarly/academic publications, dissertations/theses  
White papers  
Newspaper or magazine articles  
Technical manuals  
User guides or documentation  
Web content  
Law and legal publications  
Health-care or medical-industry publications or documentation  
Other: \_\_\_\_\_

With which standard style manuals are you most familiar?

Do you have fluency and/or editorial experience in any language other than American English? If so, which one(s)?

Do you have experience with works created by nonnative speakers of English?

Yes  
No

Do you have experience with sensitivity reading? If so, describe briefly.

Have you completed any courses or certifications relevant to your publishing/communications work? If so, please describe.

Briefly, tell us about any other qualities, skills, or experiences you have that make your work unique and valuable.