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Safe shopping
The increasing availability of the Internet and digital TV means that now it's even easier and quicker to shop without leaving your home. But as a consumer, you should still take care when paying for goods and services.
Before you buy
Make a note of the company's contact details, including a street address and landline telephone number. Never rely on just an email address or a post office box. You should also remember that you may have to pay for shipping costs, customs duty, VAT, etc. All these hidden costs can push up the price of the goods or service.
Paying for goods online
It may be worth paying by credit card. If the goods or services you are buying cover 100 pounds and you pay by credit card, you may be protected by the Consumer Credit Act. This states that the credit card company is equally liable for any defects. Therefore, should a problem arise, you can claim either from the trader or the credit card company.
Top tips
Make sure that the web address of the pages starts https:// before you enter any personal information or payment details. The 's' stands for 'secure'. Always print out a copy of your order and a copy of the acknowledgement that you should receive. Always check your bank statements carefully if you purchase something on the Internet. You should never be asked to tell anyone your card's PIN number - even if they claim to be from your bank or the police. Never send your PIN number to anyone over the Internet.

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Enrolment ups by 18%
A total of 957 college students enrolled this semester at General de Jesus College. This is eighteen percent higher than the 811 enrolment figure last semester.
Mrs. Arlene Garcia, the school registrar, attributes this increase to the addition of year levels to the BSADM, BSIT, BSA and BSACT courses. In addition to this, Doctor Josefina Magno, VP for Academics, sees GJC's proximity to the towns in Nueva Ecija's 4th Congressional District as a factor that contributed to the upsurge in enrolment.
According to Dr. Magno, this is because this the school's location in San Isidro entails fewer expenses (i.e. lower transportation costs and no need for board and lodging) for students enrolled here.
As a result, enrollment is expected to increase to those studying in Cabanatuan.



Table of contents with page numbers for various sections.

Copyreading and Headline Writing

Directions: Use the following copy using the correct copy editing symbols. Correct all appropriate mistakes for readability.

Main body of text for the copyreading exercise, containing several paragraphs of text with various errors for correction.

summary) 3) to add variety of type (to break monotony in a sea of type) 4) to identify personality of newspaper (use of font/style of letters) 5) to index grade the news; small type for less important) 34. Ex. the teacher's table the teachers' meeting In contractions Ex. I'm (I am) you're (you are) 30. Remember: Engr. 49. Check for errors in: Tenses of Verbs Subject-Verb Agreement Pronoun-Antecedent Agreement (agreement in gender and number) Articles (a, an, the) 22. Wrong: Delgado topped editorial tilt Correct: Delgado tops editorial tilt 38. Quotation marks are used in direct quotations. Symbol Instruction Example 7. If the article is not yet finished, write more at the bottom of the page. Who did what? Use commas: to separate the month and day from the year. 35. Wrong: City Hall will punish anti- squatting drive Correct: City Hall to punish anti- squatting drive 40. Symbol Instruction Example 6. 7. Use the infinitive for future events. BCIS bags medals in NEPPESA quiz bee N E P P E S A $1\frac{1}{2}+1\frac{1}{2}+1\frac{1}{2}+1\frac{1}{2}+1\frac{1}{2}+1\frac{1}{2}+1\frac{1}{2}+1$ (11 $\frac{1}{2}$ units) q u i z b e e 1+1+ $\frac{1}{2}$ +1+1+1+1+1 (7 $\frac{1}{2}$ units) TOTAL = $11\frac{1}{2} + 10 + 11\frac{1}{2} + 7\frac{1}{2} = 40\frac{1}{2}$ units Ex: Emmanuel Delgado Jr. 26. 9. Ex: Jolas Burayag, 17, of Barangay San Fernando Norte 25. Remember: he said and not said he; Aquino said and not said Aquino Remember: three-day training and not three-days training. EXCEPTIONS: dates, address: always in figures. How did it happen? Crossline (one line) and two-part crossline (two lines). 15. Use the down-style - only the first word and proper nouns are capitalized, unless otherwise indicated. Watch out for jumbled letters, words and paragraphs. Quotation marks are used to set off titles of events, shows, movies, books, etc. Ex. We watched "The Titanic." Quotation marks are used to set off an alias or nickname. Look for misspelled words. Ex: University of the Philippines (UP) 19. There should be no names of unknown persons in the lead. Thenumbers 1 - 9 are written in words while the numbers 10 and above are written in figures. Wrong: Noy gives inspiring talks (The word "inspiring" is just your opinion.) 20. 10. Use a comma instead of "and" in writing headlines. Use semicolon to separate sentences. Always give the source of a quote. 6. Omit the helping verb if the verb is in the passive voice. Delays, confusion bug Asiad Lacson, Trillanes no show at SONA 42. Use single quotes (') in headlines instead of double quotes ("). abbreviations, generalities Example: Trader killed Better: Trader stabbed to death 48. Capitalized titles: Governor Umali 15. A title or position of a person may be abbreviated if it appears before the name but not if simply used in the sentence: Ex: Sen. What happened? 1. Crackdown on errant bus firms - Enrile Enrile: Crackdown on errant bus firms 44. 32. July 11, 2012 Blessed Children Integrated School Resource Speaker: Mr. Antonio Delgado 2. He said he forgot it. Check for joined/disjoined words. Be positive: Avoid starting with a verb; the headline might sound as if it were giving orders. The senator filed another taxation bill yesterday. Campus Journalism - Copyreading and Headline Writing Copy Reading and Headline Writing Copy Reading and Headline Writing Copy Reading and Headline Writing Copy Reading and Headline Writing Copy Reading and Headline Writing Copy Reading and Headline Writing Copy-Reading-Headline-Writing-PPT.ppt Hypertext Reading and Writing and Intertext Writing Copy Reading and Headline Writing-more Than Just Marks and Words Copy Reading and Headline Writing-more Than Just Marks and Words Copy reading & Headline writing - Copy (1).pps pagwawasto materyal Copyreading Chinese Writing and Calligraphy Writing Instructions and Answers Reading and Writing Skills 1. Apostrophes are used in the possessive form of the noun. Symbol Instruction Example 10. 14. 17. Ex. Faculty honors Nuñez 45. Omit articles (a, an, the). Don't use names unless the person 17. It is used in abbreviations such as p.m., a.m., Jr., Sr., Pres., Sen., Rep., Gov., Gen., Capt., Dr., Fr., Atty., Corp., and Inc. Example: BCIS Check if the letters of the acronym are in the correct order. 43. Check for buried leads. 13. Block (flush left and right, from margin to margin) XXXXXXXXXXXXXXXXXXXX 53. Example: nine students 13 children 11. When an acronym appears for the first time in a news story, it is written after its meaning and it is enclosed in parentheses. Use only widely known 16. Acronyms are usually written in capital letters. Hanging indention XXXXXXXXXXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX 6. Ex: color, not colour If a word has more than one accepted spelling, the shortest one is preferred. Capital letters: Small letters: M, W - 2 units m, w - 1 $\frac{1}{2}$ units JLIFT - 1 unit jlift - $\frac{1}{2}$ unit Others - 1 $\frac{1}{2}$ units others - 1 unit 55. Gina Lopez heads Pasig body; Noy swears in 35 other execs 12. 3. an assemblage of words written in bigger, bolder letters than the usual page text at the beginning of the news it is not a title 33. It is used at the end of declarative and imperative sentences. Ex. the concert the concert ended REMEMBER: After editing the news story, write 30 at the end of the article. Ex. "I forgot it," he said. 24. 21. The standard lead answers the 5 Ws and 1 H. Wrong: A fire hits Tondo slum area Correct: Fire hits Tondo slum area 41. Periods and commas are written first before closing quotation marks. They weaken not only the headlines but also the stories. BCIS bags medals in NEPPESA quiz bee B C I S b a g s $1\frac{1}{2}+1\frac{1}{2}+1+1\frac{1}{2}+1+1+1+1+1$ (11 $\frac{1}{2}$ units) m e d a l s i n $1\frac{1}{2}+1+1+1+1+1+1+\frac{1}{2}+1+1$ (10 units) 57. 5. Use the historical present tense if the verb is in the active voice. First, read the story for general meaning. Recto filed another taxation bill yesterday. Trained for three days and not trained for three-day. The first letter of the sentence is always capitalized. Wrong: Drug pushers are nabbed Correct: Drug pushers nabbed 39. 20. 2. 7. Emmanuel Delgado; Engineer Delgado 12 Dimagiba St.; Dimagiba Street 16. is well known, use common nouns instead. Examples include: cop - policeman nab - arrest mishap - accident up - increase down - decrease thief - robber 36. Quotation marks are not needed, a dash or a colon will serve the purpose. Inverted Pyramid XXXXXXXXXXXXXXXXXXX XXXXXXXXXXX XXXXXXXX 52. This is more readable because people are used to reading sentences this way. 8. Do not use a period at the end of the headline. Symbol Instruction Example 8. In news stories, the rule is one paragraph, one sentence only. Flush left XXXXXXXXXXX XXXXXXXXXXX 4. Just report the facts; do not editorialize. 19. Check for redundancies (recurring words/phrases/paragraphs, synonymous or redundant terms). Ex: singer Regine Velasquez 14. 23. Symbol Instruction Example 9. Don't use negatives in headlines. 4. Have a subject and a verb. Proper nouns are capitalized, common nouns are not. One who edits copies is called a copyreader or copyeditor 4. Wrong: JEE to play Santa this Christmas 46. 11. Ex. class room, newteacher Delete editorializing words/phrases. Small letters are usually used for title or position. Do not use commas: to separate the abbreviation Jr., Sr., or III from the name. Here in the Philippines, American English is used, not British English. The first sentence of a paragraph is indented. Use the punctuation marks (especially the exclamation point) sparingly. Flush right XXXXXXXXXXX XXXXXXXXXXX 51. Acronyms of schools, organizations and offices do not need periods. Ex: The very beautiful and intelligent principal... The cops were right in arresting... 31. It is the art of arranging, correcting, and selecting the quality and type of news It is also called copyediting. Ex: Mrs. Use hyphen: in most compound nouns Ex: editor-in-chief, officer-in-charge in fractions Ex: two-thirds, three-fourths in numerals Ex: twenty-two, fifty-nine 27. Clues to the headline are usually in the lead. 5. A count system considers differences in the widths of letters. This is the number of lines your headline will have Example: BCIS bags medals in NEPEESA quiz bee (1 deck) 10 more cops wanted for Maguindanao massacre (2 decks) 54. Wrong: Revise money mart guidelines Correct: Central Bank revises money mart guidelines 37. Dropline (or Stepline) XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX 50. 18. Punctuation marks dash (-) - 1 $\frac{1}{2}$ units question mark (?) - 1 unit others - $\frac{1}{2}$ unit Number digits 0 to 9 - 1 unit Space - 1 unit 56. XXXXXXXXXXX XXXXXXXXXXX 2. Ex: judgment, instead of judgement 13.

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