Chapter 5

Activity 5-1 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

We have scheduled a meeting for wednesday september 19 10:30 a.m. until noon conference room B. At this meeting we will discuss ways to use space ads more efectively to promote the knew line of spa equipment. jn preparation for this discussion please review our ads for the months of may june and july of last fiscal year. Bring sales records (june-september) for your reigion and be prepared to present what has worked what hasnt worked and suggestions for new advertising campaigns for our line of spa equipment. this is your opportunity to present any new ideas your team may have. the attached ads were run by the competition in the summer issue of california quarterly. As part of our discussion Rico Martinez wants us to look at these ads and consider what they reveal about the competition and the challenge that are ahead. This discussion should also shead some light on our new agencey selection proces.