Chapter 15

Activity 15-1 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.

The survey inc. research recommends that helping people to listen bitter is to teach them to use their spare thinking time more efficiently and this is done by engaging in four mental activities that the listener engags in while the speaker is speaking. these are coordinated and directed toward the message being received leaving no time for the mental excursions

1. the listener thinks ahead of the speaker, trying to anticipate what the spoken words are leading too and what conclusons will be drawn from those words.

2. listener weighs the evidence heard to suport the points that are made, and asks “Is this evidence valid

3. listener reviewing and mentaly summarizes the points already made.

4. listener “listens between the lines and searches for meaning, that is not in the spoken words and to nonverbal cues like facial expressions and gesture, tone of voice to see if it adds meaning to the spoken words.