

# Mark My Words Instruction And Practice In Proofreading

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this text cd rom package equips medical transcription students and professionals with the terminology knowledge transcription practice and proofreading and editing skills to succeed in the field of cardiology the book provides thorough coverage of terminology encountered in cardiology transcription with definitions descriptive illustrations and cross references to sample reports fifty proofreading and editing exercises with answer keys are included a bonus cd rom contains audio dictation files encompassing various cardiology topics dictation styles and accents answer keys provide remediation for common errors the cd rom also includes an audio pronunciation glossary crossword puzzles and matching fill in the blank

multiple choice figure labeling and spelling bee exercises

provides a collection of problems and exercises that focus on proofreading

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this worktext designed for 10 to 15 hours of instruction progresses from simple to complex proofreading tasks it includes proofreading exercises on simulations of wordprocessing screens and features separate sections on grammatical and proofreading skills also covered is a wide range of business literature including letters memos reports purchase orders computer printouts etc

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