

# Proofreading & Editing Practice Test Questions and Answers

## 1. What is a house style?

- A) The preferred formatting of a specific publisher or organization
- B) A style guide for interior design writing
- C) A government-issued grammar rulebook
- D) A style used exclusively in academic writing

## 2. What is 'ghost editing'?

- A) Editing a document anonymously without credit
- B) Editing only for errors that are invisible to most readers
- C) Removing all traces of an author's revisions
- D) Editing text after it has already been published

## 3. What is a sentence fragment?

- A) A sentence with too many clauses
- B) A sentence missing a subject, verb, or complete thought
- C) A sentence that is too short
- D) A sentence with improper capitalization

## 4. What is an 'em dash' used for?

- A) To hyphenate compound adjectives
- B) To show a range between numbers
- C) To mark a strong break or parenthetical statement in a sentence
- D) To separate items in a simple list

**Answers: 1-A 2-A 3-B 4-C**

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