

**(Cumulative) Exercise 12: "Word Processing"**

NAME: \_\_\_\_\_

**Revise the following passage for sentence structure, sentence fragments, comma splices, modifier errors, parallel structure, and sentence combining.**

Using word-processing (wp) software, a document is accessible to the writer for unlimited revisions. Revision becomes easier because a writer does not have the physical burden of entirely rewriting a document, instead a writer incorporates necessary changes in the appropriate places. For example, sections of a document can be moved to any other place in the document, you can delete material and insert new material. Automatically adjusting the remaining content to fill in the lines and meet the margins. A writer can revise directly on the screen attached to the terminal or getting a paper printout and revising on paper appeals more to some writers. After completing the revisions, the final copy of the document is printed.