Memorandum

To: Editing Technical Publications (Eng 4/575) participants

From: Roland Nord

Date: October 13, 2008

Re: Copyediting exercise—consistency and punctuation (CE:punctuation2.doc)

Copyedit the following two documents, paying particular attention to consistency and punctuation:

- MSU schedule for family weekend
- Combined Charities Campaign instructions

In a memo to me, summarize your emendations for each document.

Include a paragraph in which you speculate on the seriousness of the punctuation problems in these documents. Are readers/users likely to have difficulty using the documents (as printed)? How important is it to edit (and modify) these documents?
10:30 A.M. - 11:30 A.M.
Memorial Library Open House and Tours
Meet at the main entrance for brief tours and information about all the different services and programs in place to support today’s student, faculty and curriculum.

11:00 A.M.
Motorcycle Show
Crossroads Parking Lot
Peruse the collection of vintage and custom bikes from 11:00 A.M. - 2:00 P.M., then bring your motorcycle and join riders at 2:30 P.M. The Crossroads is located on the corner of Dillion and Maywood Avenues, next to the Performing Arts Building.

11:00 A.M. - 3:30 P.M.
Tours of Julia A. Sears Residence Hall Project
Take a behind the scene look at the construction progress on the new Julia A. Sears Residence Hall, scheduled to open August 2008. Tours are approximately 1/2 hour in length and will leave from the Julia Sears Lobby. Each group is limited to 20 participants. To register, please email Rochelle.ament@mnsu.edu. Include names of all tour participants and preferred tour time. You may also sign up for tours at the Family Weekend Check In Table.

11:00 A.M. - 1:00 P.M.
Family Fun Zone
Blakeslee Stadium
Be sure to stop by the FREE Family Fun Zone prior to the Maverick Football Game against St. Cloud State! There will be plenty of games for kids of all ages, including inflatables games, music, an appearance by Stromper and much more!

11:30 A.M. - 12:45 P.M.
Family Weekend BBQ
Blakeslee Stadium
Served rain or shine under a covered heated tent. Menu includes burgers, brats, baked beans desserts and assorted beverages. Tickets are $7.50 per person. The first 200 people to register will pay a reduced price of $5.00 per person. Register by October 12 online at www.mnsu.edu/familyweekend or by calling 507-389-6601. A limited number of cash sales will be available at the door. Students may use their meal plan to eat at the BBQ.

1:00 P.M.
Football vs. St. Cloud State
Blakeslee Stadium
Adults $10, Youth $5, Minnesota State Mankato students free with MavCard. Show your Family Weekend Button and receive a $5 discount on adult admission or free admission for youth!

3:00 P.M.
Women’s Hockey vs. University of Regina
All Seasons Arena
Adults $5, Youth $3, Minnesota State Mankato students free with MavCard. Show your Family Weekend Button and receive a $2 discount!

3:00 P.M. & 7:00 P.M.
Blockbuster Film
Ostrander Auditorium, Centennial Student Union
FREE to all Minnesota State Mankato students with a valid MavCard. Show your Family Weekend button and get in free! Non-student admission is $1.

7:00 P.M. - 11:00 P.M.
FREE Cosmic Bowling and Billiards
Centennial Student Union Gameroom (lower level)
The whole family will enjoy free bowling and billiards with fun music and lights! Dine in options in the CSU will be open for late night snacking.

7:30 P.M.
“Enchanted April”
Andreas Theatre, Performing Arts Center
Individual tickets are available beginning October 8 by calling 507-389-6601 or visit www.MSUTheatre.com to submit a ticket request form.

7:30 P.M. - 9:30 P.M.
Star Gazing at Standleford and Andreas Observatory
See the universe like you’ve never seen it before and learn something new about the vast expanses of space! Please park your vehicle on the south end of Lot 1 (by Gage Towers). Volunteers will escort you on a 90 minute tour to the observatories.

SUNDAY, OCTOBER 21

10:30 A.M.
Family Weekend Ecumenical Service
The Crossroads: Lutheran Campus Ministry
Offered by several of the Christian ministries on campus. The service will be designed and led by Minnesota State Mankato students with assistance from ministry leaders Dr. Elaine Siemsen, Rev. Tim Berg and David Steene.

11:00 A.M. - 6:00 P.M.
Otto Recreation Center Open FREE to University Families
The newly renovated Otto Recreation Center offers open gym, walking/jogging track, weight room and cardio area (no minors in the weight room or cardio area, please) and racquetball courts. Highland Center Pool will be open to families from 2:00 P.M. - 4:00 P.M. A lifeguard will be on duty. Bring your own towel.

2:00 P.M. & 7:30 P.M.
“Enchanted April”
Andreas Theatre, Performing Arts Center
Individual tickets are available beginning October 8 by calling 507-389-6601 or visit www.MSUTheatre.com to submit a ticket request form.

All Weekend
Scenic Airplane Rides
North Star Aviation at Mankato Airport
Take scenic rides around the area. Each ride will be about 30 minutes. Front seat costs $40, back seat costs $30. Call North Star Aviation at 507-625-6006 to make your reservation.
Instructions for making a gift:
All payroll deduction pledges must be made online on the Minnesota Employee Self-Service website at www.state.mn.us/employee

Step by Step Instructions to make a pledge:
1. Go to the Minnesota Employees Self-Service website:
www.state.mn.us/employee (Contact your HR or payroll department if you need help accessing the website.)
2. Click on “Other Payroll”
3. Click on “Charitable Deductions” (if you pledged last year, you’ll see a summary of those results.)
4. Click on “Add Deduction”
5. Select the name of the charitable federation of your choice in the “Type of Deduction” field
6. Enter the amount you would like deducted per pay period
7. Accept the default deduction start and stop dates
8. Click on “Save” and your deduction will be confirmed
9. Click on “OK”
10. Repeat steps 4 through 9 to make a donation to another charitable federation

How to designate your gift or request acknowledgement of your gift from the charitable federation and/or designated charity:
1. You must first make your payroll deduction pledge as described above
2. After your deduction has been confirmed, click on “Designations/Acknowledgements” and follow the instructions.

Important Note: keep a copy of your online pledge confirmation or acknowledgement from the charity for tax purposes.

For more detailed instructions, visit:
www.doer.state.mn.us/charities/howto.htm

Thousands of Minnesotans are touched by your gifts each year.
Thank you!