

## verbs

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28. Past Tense Verb

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30. Verb

31. Verb

# verbs

Have you ever wanted to \_\_\_\_\_ Verb \_\_\_\_\_ a book of your own? Maybe you wonder

how your favorite book \_\_\_\_\_ Verb \_\_\_\_\_ made.

Books start with an idea. The author \_\_\_\_\_ Verb \_\_\_\_\_ the person writing the book. The

author \_\_\_\_\_ Verb \_\_\_\_\_ out his or her idea. Some writers like to \_\_\_\_\_ Verb \_\_\_\_\_ with a pen or

pencil on paper, while others \_\_\_\_\_ Verb \_\_\_\_\_ to \_\_\_\_\_ Verb \_\_\_\_\_ their idea into the computer as

they think.

Writing a book \_\_\_\_\_ Verb \_\_\_\_\_ more than just thinking. Thoughts must be organized

and research done so that information \_\_\_\_\_ Verb \_\_\_\_\_ correct. After that, many drafts of

the manuscript \_\_\_\_\_ Verb \_\_\_\_\_ done before it is finished.

When

the manuscript of the book is complete, it must be proofread.

During proofreading, errors \_\_\_\_\_Verb\_\_\_\_\_ searched for and corrected.

After this, the author looks for a publisher. Sometimes an author will

already have a publisher if he or she \_\_\_\_\_Verb\_\_\_\_\_ already published other books.

Most authors \_\_\_\_\_Verb\_\_\_\_\_ not published by the first publisher they contact.

When a publisher is found, an editor is assigned to work with the author. Another proofreader \_\_\_\_\_Verb\_\_\_\_\_ go through the

manuscript. An illustrator will \_\_\_\_\_Verb\_\_\_\_\_ chosen if one \_\_\_\_\_Verb\_\_\_\_\_ needed, and the cover of the book is designed. Before the book \_\_\_\_\_Verb\_\_\_\_\_

sent to the printer, a copy is sent to the author for him or her to read and make any final changes.

When all of the \_\_\_\_\_Verb\_\_\_\_\_ have been made to the manuscript, the illustrations and words \_\_\_\_\_Verb\_\_\_\_\_ put together.

The actual

book is put together at the printer. The kind of paper for the book, the typeface (how the letters look), and the

binding of the pages \_\_\_\_\_ already decided. The printing paper comes in huge rolls. Sheets of paper

\_\_\_\_\_ cut, printed,

folded, and put in the right order by huge computer-controlled machines.

If the book is a hardcover, the process is longer. The pages are printed in groups of four large sheets of paper.

They \_\_\_\_\_ folded in half or quartered so they make what is called a signature. A signature is usually a group of

sixteen pages. All of these bundles of paper \_\_\_\_\_ sewn together, and the pages are trimmed. After that, the cover is

attached to the book.

Instead

of Verb ending in ing the pages of a paperback book, the pages are trimmed so they Verb even. Glue is applied to the

spine or back of the book to hold the pages together. This is called perfect binding. After the glue is applied, the

cover (made of heavier paper), is attached. The glue is flexible when it Verb dried so the book won't fall apart when

it Verb read.

Most books are now Past tense verb and put together by large machines. They speed up the process of printing and help to

keep costs low, especially for paperback books. Some special books are still bound by hand. Once books are

printed, they Verb boxed and stored in warehouses until they are ordered.

Now some publishers are changing that. They wait for a book to be ordered before they print it on a computer-controlled

printing press. This way, they \_\_\_\_\_ waste money printing a book that may never be sold. It  
also helps save ink and paper.

The next time you \_\_\_\_\_ a book, take a moment to think about the work that went into producing it.