Editing Essentials

Editing techniques for English are seemingly endless. Some for straightforward, while others are esoteric; some common, and some obscure.

This class focuses on those editing techniques that are essential to comprehension and readability.

One day of classroom instruction, practice, and individualized learning.

YOU ARE INVITED TO LEARN: Three levels of edits incorporating:

1. Editing text
2. Grammar
3. Punctuation
4. Mechanics
5. Document edit

SOLARI COMMUNICATION

Solari Communication
802.879.9330
info@SolariCommunication.com

ABOUT Editing Essentials

Perfect your writing by applying correct grammar and editing techniques

After you have created the perfect content for a document, perfect it through some final editing and by applying basic writing rules and principles. Small errors can accumulate, become impediments to your audience, and ultimately derail the purpose of your writing. Grammar, punctuation, mechanics, word choice, style — these concepts and many others form the foundation of solid writing. For the most part, these techniques are straightforward, inflexible, and so critical to clear writing.

Benefits you will attain. Learn how to apply the more basic and common editing techniques. In the end, you feel confident that your writing is clear and unencumbered.

Who should attend. Executives, managers, sales and marketing personnel, team leaders, engineers, scientists, IT and computer personnel, who need to clearly communicate their ideas and information in writing.

CLASSROOM TOPICS

The purpose of editing is to tighten your text, eliminate errors, and ensure that your prose meets the needs of your reader. This class focuses on those essential editing tasks.

The Essential Editing Tasks

There are five essential areas for editing any document: tightening, grammar, punctuation, mechanics, and the document edit.

Editing to Tighten Your Text

Tighter text is easier to understand. Practice techniques for finding and replacing incorrect words, reducing wordy phrases, substituting more accurate words, and combining phrases and word strings to focus your text. Learn the steps for a light edit, medium edit, and full edit, and how long each takes.

Grammar

Grammar ensures that text is understandable and makes sense to the reader. Review the three sentence structures: simple, compound, and complex. Ensure your subject and verb agree. Consider tense—past, present, and future—and ensure its consistency. Understand how to apply five major parts of sentences: pronouns: personal and relative; modifiers: adjectives and adverbs; conjunctions (and, or, but, yet); clauses: dependent and independent; and phrases: noun, prepositional, gerund, and infinitive.

Punctuation

Punctuation involves the correct usage and placement of periods, commas, semicolons, apostrophes, and other punctuation to enhance readability and comprehension. Learn the differences between various punctuation rules, and why some lead to ambiguity. Punctuation includes commas; colons and semicolons; single and double quotation marks; hyphens and two types of dashes; parentheses; question marks and exclamation points; and ellipses and slashes.

Mechanics

Mechanics involves the correct application of:

- Numbering: when you write out a number and when to use digits
- Abbreviations: Latin abbreviations, acronyms, and other abbreviated words
- Emphasis: bold and italics
- Spacing: in sentences and around headings

The Document Edit

Many items in a document must be checked to ensure they are correct, consistent, coherent, and complete. Learn the difference between spell checking and proofreading. Review a document's formatting and to correct common errors.

In-Class Editing Project

It's one thing to learn skills, and another to put those skills to use. Practice your new skills by editing a problematic document, then reviewing your changes with other class participants.

Class Materials

As references, you receive *Easily Confused Words*, an exhaustive desk reference, together with an extensive editing checklist.

SOLARI'S LEAD INSTRUCTOR

Rich Maggiani

Certified Teacher

Rich is certified to teach professional adults down to high school students. He teaches communication classes to business professionals across the country, as well as to both undergraduate and graduate students. Rich understands that classroom skills must transfer to the job to be most effective, and employs techniques to ensure that training transfers. He holds a Masters degree in Administration, and a Bachelor's in Education. In 2008, Rich earned the rank of Fellow from the Society for Technical Communication. Learners benefit from his academic and professional background.

Instructional Designer and Trainer

For over twenty years, Rich has been designing instruction and teaching for universities, nonprofits, governments, and corporations small and large. Instructional materials include instructor guides, student guides, reference manuals, job aids, tutorials and online help, curricula, and classroom content (concepts, skills, exercises, practice activities and scenarios, and discussion questions). He regularly presents at professional conferences on a variety of communication topics. Rich also writes a series of position papers on communication topics, and authors a column for the professional communication periodical, *Intercom*.

Communication Professional

Rich founded Solari Communication to offer clients a spectrum of communication services that enable companies to prosper. As a business owner, Rich fully appreciates that simple, clear communication is crucial to success. Rich ensures that skills he imparts in the classroom not only benefit students, but more importantly, enable your company to attain its goals.

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