Coming in fall 2018

Editing Skills for the Workplace

COURSE OVERVIEW

Editing in the workplace requires a combination of editorial expertise, analytical skills and good communications. Every day brings some new challenge, from meeting tight deadlines to managing disagreements about the correct use of a comma.

In this workshop, you’ll acquire the practical skills that you need to edit your colleagues’ work successfully: how to assess the editing needs for any document (print or electronic), how to edit the text and other elements effectively, and how to build strong writer-editor collaborations. You’ll learn how to correct common problems and make documents more readable to better deliver their message.

Editing is a valuable contribution to any project—it can also be extremely satisfying. This workshop will help you build the basic skill set that you’ll need to edit effectively in the workplace.

COURSE TOPICS

- Assessing audience, medium, and purpose
- Organizing information effectively
- Editing for clarity, coherence, and flow
- Editing for style, grammar, and consistency
- Ensuring gender-neutral and inclusive language
- Editing for plain language
- Establishing good communication with writers

AUDIENCE

- Anyone who reviews or corrects documents in the workplace and wants to learn the basics of editing and who wants to edit text more effectively

INSTRUCTOR

Carolyn Brown is a Certified Professional Editor (Editors Canada) and certified Editor in the Life Sciences (Board of Editors in the Life Sciences). She has edited a wide variety of material for 35 years, specializing in scientific and medical publications for the past 25 years. She is the author of the chapter on citation in Editing Canadian English, 2nd edition, and a perennial seminar leader. She developed an online course on stylistic editing for continuing education at Queen’s University, Kingston, Ont. She is also a scientific and medical writer and consultant on electronic publishing.