

Editing Workshop: Achieving Accuracy and Professionalism

WRBS6205

Course Outline

Description: Using a hands-on approach with real-world examples, discover the four Cs of editing – correct, clear, concise and consistent. Gain tools and other takeaways to help you learn how to balance the demands of the document with the demands of the workplace to produce a quality end result. Topics covered include: the levels of editing; identifying and correcting common writing problems; and using writing resources to improve your editing skills.

Course Goals: Establish a comfort level in students for editing their own written work, as well as the written work of others, for various platforms (print, web, social media).

Course Objectives: At the completion of this course, the student will have an understanding of the role of the editor in numerous setting; an understanding of basic editing concepts related to different platforms (print, web, social media); an awareness of the most common and flagrant mistakes made by writers an ability to correct them with confidence; a comfort level and confidence for editing their own written work, as well as the written work of others, for various platforms.

Attendance Requirements: Students are required to attend 100 per cent of class time in order to receive a completion for this course. A grade report can be printed from myWCS.

Code of Student Conduct: The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Evaluation Method: As part of the course/instructor evaluation, a survey will be sent to you electronically by Continuing Studies. You will be asked the following questions. Please consider these throughout the course.

1. How would you rate your overall experience?
2. Please indicate your agreement with the following statements:
 - a. The course content was relevant and valuable.
 - b. The instructor conducted class sessions in an organized, well-planned manner.

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- c. The instructor explained concepts clearly.
- d. The instructor displayed enthusiasm and energy in conducting class sessions.
- e. The instructor made me feel comfortable in the learning environment.
- f. The instructor encouraged my participation and interaction.