



**M: Course Objectives / Learning Outcomes**

Using standard editing tools and techniques, students will practise restructuring and rewriting complex documents for readability, style, substance, and grammatical accuracy. They will develop an understanding of the role of the editor in a variety of written genres and publication formats, and become more familiar with the scheduling and production of print and electronic documents.

**N: Course Content:****1. Editing**

Successful students will:

- a) examine the various relationships an editor has with a writer and/or client, including
  - editor as teacher
  - editor as assistant
  - editor as publisher
  - editor as censor
  - editor as manager
- b) examine the editorial demands of various writing genres and publication formats
- c) practise methods for editing various materials for style, organization, substance, grammar, and length
- d) discuss and practise methods for rewriting print and electronic materials
- e) use the copyediting and proofreading skills acquired in PRFU 230
- f) evaluate documents for content, structure, style, readability, and marketability

**2. Working With Writers and Clients**

Successful students will:

- a) discuss purpose, approach, organization, style, sensitivities in pre-writing stage
- b) discuss revisions for substance, organization, style, and grammar on various types and lengths of manuscripts
- c) apply editing and business skills to communicate with others and produce professionally presented, edited materials
- d) estimate the time an editing project will take
- e) contrast and compare editorial issues and tasks involved in different kinds of projects, such as Web sites, books, magazines, literary journals, newsletters, brochures, and instruction manuals

**3. Editing and Production**

Successful students will:

- a) practise creating a production timeline for print and/or Web material
- b) look at the structural/stylistic editor's role in marketing and promotion
- c) communicate clearly and effectively with others involved in a project
- d) become aware of the tasks involved in managing different kinds of projects
- e) proof written materials to check for errors, omissions, type consistency, and other irregularities
- f) edit, rewrite, produce, and present a complex print or Web document

**O: Methods of Instruction**

The course will use a combination of lecture, discussion, individual work, and group work, with emphasis on hands-on editing of documents.

**P: Textbooks and Materials to be Purchased by Students**

Textbooks may include:  
 Editors' Association of Canada. *Editing Canadian English*. 2nd ed. Macfarlane, Walter & Ross, 2000.

**Q: Means of Assessment**

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Short editing assignments (3)	20%
Major assignments (2)	40%
Final exam	25%
Professionalism (as defined)	15%
	100%

**R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR**

Yes.

\_\_\_\_\_  
 Course Designer(s)

\_\_\_\_\_  
 Education Council / Curriculum Committee Representative

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 Dean / Director

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 Registrar