

Editing Skills

Short Course

Second Edition

STUDY GUIDE

HOW TO WORK THROUGH THIS COURSE

Over the following pages, you will move through a logical, self-paced learning experience that can enlighten and educate you in Editing Skills.

It is important from the outset to understand that learning about something is not the same as just reading about it. Learning implies a permanent change in what you know and can do.

Anyone can read a book and understand it; but for most people the detail of what you read is largely forgotten.

Reading something once only puts information into short-term memory. It is soon lost if you don't 'work' on it. Studying the same information takes longer, but by thinking about it and processing it you can transfer that information to long-term memory. This way, you will enhance your ability to recall and apply that information for years to come. If you take your time to work through the 6 lessons that follow, you will learn.

Read, Reflect, Research, Revise

Throughout the following pages, you will find not only things to read about, but also things to do:

1. Throughout each lesson, there are suggestions of things to do under the headings "Learn More". These are all sorts of ideas about things you can do in order to explore the subject further.
2. At the end of each lesson, there are Lesson Review Questions for you to undertake. When you click on this, your computer needs to be online. You will be taken to our cloud-based online school. The answers you choose will be evaluated immediately, and your results can be seen on completion of each test. You can return and repeat tests if you wish.

Undertaking these tasks will involve reflection, research and revision of the topics you read about. By repeatedly encountering each topic in different ways, your perspective on each subject will broaden, and the commitment of information to longer term memory will strengthen.

You don't need to undertake all of the suggested tasks if you don't want to; but we strongly recommend that you do some in each lesson, and that you answer all of the Lesson Review Questions.

The more time you spend doing these things, the stronger your learning will be.

Completing the Course

After completing all 6 lessons you will be presented with a final set of Lesson Review Questions which can also be undertaken online.

Do not attempt to do this until you have worked through all 6 lessons, and feel like you have learnt the subject well.

Upon finishing this final assessment you will immediately see your final results, and you can save a pdf copy of those results as a "Certificate of Completion".

Welcome Audio

Click the button below to listen to the welcome audio for this course. This feature is supported by most computers and some mobile devices.



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LESSON 1 HOW MUCH EDITING?

Like all industries, editing has evolved over the years. Individuals and companies who have not adapted to these changes have not fared so well. Whilst the emergence of sophisticated editing software and changes in publishing formats may have contributed to the loss of some jobs, they have also opened up new avenues for the industry.

Introduction

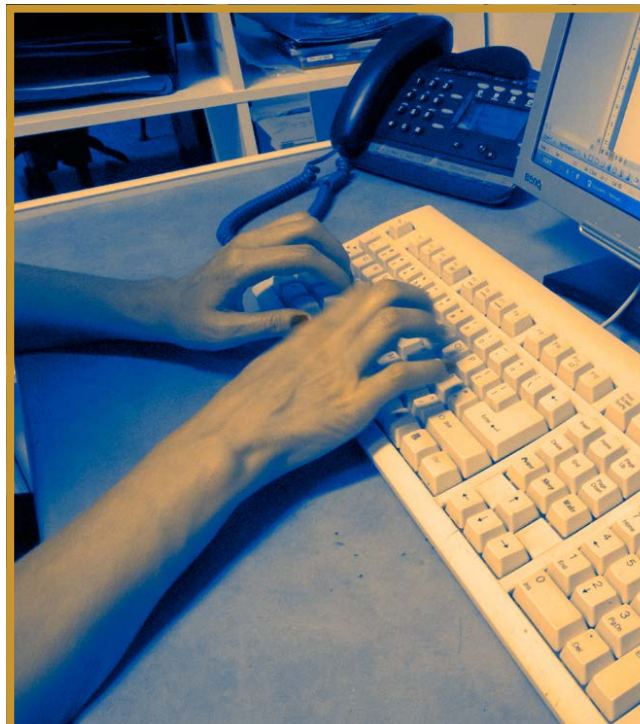
Until the advent of the 20th century, publishing usually meant printing. Printing required significant resources, meaning only a select few writers were published. The effort of acquisition and printing meant publishing houses were heavily invested in creating “perfect” documents, and editors were in high demand.

Today, anyone can write and publish material online. Blogs, websites and other online materials now draw high levels of readership, and print sales show a decline. As a result, there are often fewer resources allocated to editing across print and electronic formats. The good news is that there are more publications, and hence more opportunities for the savvy editor to find work.

Publishing is a business. If it doesn't pay, you will soon be out of business. If it barely pays, you will barely survive. If you make lots of money, you are more likely to be able to survive and grow your business. This is just as true for an editor or proof reader as it is for a publisher who engages their services.

Finding a Balance and Setting Priorities

Editors work across multiple roles, with many potential responsibilities. These may include checking a document for technical accuracy, styling, spelling, grammar, and layout. The client – an independent author or publishing house – may consult with you on the work to be done, but the ultimate decision lies with them. Different employers may have different priorities; it is important you recognise the difference between the work you wish to do and the work you are hired to do. This is especially important if these two things are not in alignment.



Suggested Tasks: ▼

Throughout this course you will be provided with suggested tasks and reading to aid with your understanding. These will appear in the right hand column. Remember: these tasks are optional. The more you complete, the more you will learn, but in order to complete the course in 20 hours you will need to manage your time well. We suggest you spend about 10 minutes on each task you attempt, and no more than 20 minutes.

LEARN MORE >>>

Suggested Tasks

Do an Internet search using key words such as “Editing Jobs” or “Freelance Editing Work” and look at the array of different jobs that come up.

Identify two jobs that might be of interest to you personally.

Spend no more than 10 minutes on this task.