



## The Key to Editing & Polishing Business Documents

### SUMMARY

In business, managers need to spend a significant proportion of their time reviewing, correcting and editing their subordinates written work, before it can be presented to clients, customers or senior management.

The ability to do this critical task accurately and efficiently saves time and money to any organization, although many managers do it without enough training or background.

This workshop provides an introduction to best practices in editing, including a review of recent changes in the English language as well as skill-building in order to communicate with employees about their writing.

### COURSE OBJECTIVES

The program is designed to ensure that participants can:-

- Understand editing is more than simply grammar correction;
- Learn different editing techniques for different writing principles;
- Learn recent changes in the use of language in business documents;
- Develop skills to communicate corrections and changes to subordinates; and
- Learn tips to streamline the editing process.

## **METHODOLOGY**

Learning methods include:

- Lecture
- Case-study analysis with feedback
- Discussion and brainstorming activities
- Short writing practice exercises
- Case study group writing activities
- Error correction and feedback segments

## **FACILITATOR**

Please contact your local Language Key office for details on the facilitator.

## **COURSE CONTENT**

- Analysis of the key principles for effective written communication;
- Overview of editing techniques;
- Editing paragraphs for focus, coherence and continuity;
- Editing paragraphs for emphasis and variety;
- Understanding structure of a sentence and building meaningful sentences;
- Varying sentence length and avoid problem sentences;
- Editing documents for tone and vocabulary use;
- Using clear, precise words and concepts – plain English concepts;
- Analysis of sample documents;
- Proofreading techniques; and
- Editing practice exercises and checklists.

## **PROPOSED COURSE DURATION**

One day (8 hours). A maximum of 12 participants is recommended for this program.