

Description/Objectives of “Better Editing and Reviewing”

How much time and energy does your team devote to reviewing and editing? And how much of that time and energy is rewarded with improved documents?

Too often, the review process isn’t standardized, which results in lots of wasted time, comments that aren’t useful, and no real improvement in documents.

Our customized corporate workshop, “Better Editing and Reviewing,” teaches your team how to edit documents in less time and provide more useful comments that your writers can use. In addition, we can help your team develop a process, including templates and tools, that will streamline the review process and result in better documents.

Objectives and Outcomes

At the end of this course, participants should be able to

- Distinguish between editing and proofreading
- Edit for appropriate organization and conciseness
- Edit for consistency
- Edit according to standards of readability
- Edit for flow
- Provide useful feedback to writers
- Establish strategies to save time in the review process

Course Format

- Brief lectures
- Interactive discussion
- In-class examples and exercises
- Group breakout sessions after every major concept
- Role-playing

Offered as customized onsite workshop only.

