

Saber com Lógica: Editorial review

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Activities Report

Abstract—In this report I describe all the activities I realized for the editorial review of *Saber com Lógica*. This will cover the journey that started when I selected the activity and ended with the submission of the final version of the document I presented to Engineer Silva. I shall cover the whole process of establishing contact with the activity manager, describe the whole flow of the activity, i.e., how each part of the work developed and how it led into different decisions or completely different components. I will also convey the results of the meetings I had with Engineer Silva and how those affected my own decisions.

Index Terms—Review, Editorial, Engineer Silva, L^AT_EX, paper.

1 INTRODUCTION

THE premise for this work is quite simple. I was to select a chapter from the book *Saber com Lógica* to do an editorial review for both the English and Portuguese versions.

This naturally led me to take the work very seriously as I was responsible for the quality assurance for a chapter of a book that is meant to be published. It is imperative that the book is not only able to convey the information the author wanted, but do so in a well constructed manner.

I was given free reign regarding my methods as long as I presented the results in an orderly fashion, however I had to keep in mind that I could only spend so much time in the realization of this activity, which inevitably led to some time constraints. Keeping all this factors in mind, it was easy to set my goals. To deliver a full report to Engineer Silva at the end of my work prioritizing quality over quantity in my available time.

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2 THE SETUP

In an objective manner, this started very poorly. All the setbacks imposed by the new Portfolio System combined with my current availability delayed the initial setup immensely. By the time I finally received the green light to start my activity I was, unfortunately, quite time constrained by other responsibilities and due to this I ended up unable to attend the group meeting with Engineer Silva. I was however able to contact him via e-mail with the help of the coaching team. By those means the Engineer briefed me of the current situation and got me started on the process of choosing a chapter. Shortly afterward I was finally able to schedule a meeting with him.

2.1 The first meeting

My first meeting with the Engineer went well. I was given a printed copy of the chapter I had selected in both versions and, as an extra, another chapter the Engineer thought I might be able to complete in the given time. This would prove to be a miscalculation, but I shall go over this further in section 3.

During this meeting we discussed the goals and the constraints of the activity.

[illegible]

3 THE REVIEWING PROCESS

I started the process in the week following the first meeting, but before starting the review itself I needed to settle on the method to be used.

3.1 The method

For the review I opted by reading both versions side by side. This gave me keen insight on the message the author was trying to convey, while allowing me to check for any kind of significant differences between the versions. I did not limit myself to checking and correcting grammatically and syntactically the text. I checked the all the content, using the knowledge I had accumulated during my course. I also followed the schemes, figures and tables that the author presented in an effort to give a more accurate review. Finally I checked the quality of the presentation as it is fundamental for the integrity of a book.

3.2 The first push

After having spent about 16 hours in the process I reached the following conclusions. The Portuguese version while not very well written, did a good job of transmitting the authors ideas clearly and despite some punctual mistakes it didn't need a significant overhaul. The English version on the other hand was plagued by grammatical and syntactical mistakes, strange sentences and a colorful use of tones. It needed significant changes in order to be ready. To further complicate matters there were times where figures were poorly referenced, there were multiple consistency mistakes and in rare occasions the two versions ended up saying two completely different things.

It became apparent to me that at the current rate it would be impossible for me to finish all the pages I had been assigned and that I wasn't comfortable applying such profound changes to the source material without first consulting the Engineer. So I asked for a new meeting.

3.3 The second meeting

The second meeting was considerably more formal and lengthy than the previous one. The

meeting had a duration of about an hour and a half, and for the duration I explained my concerns regarding the text, discussed some ideas I had regarding the presentation and made clear the level of changes that needed to take place. Thankfully this went pretty well. On the other hand I also discovered that the method I was using to present my changes to the text wasn't the best. I was quickly directed to a scheme he then presented me as reference. Finally we agreed that I should focus on the English version and that he approved of my quality over quantity policy.

3.4 To the end

My first priority when I resumed the work was to adopt the new scheme Engineer Silva had shown me, which unfortunately made me repeat some of my previous work. Afterwards the work went pretty smoothly.

After having most of my concerns taken care off in the meeting, my productivity increased. I was also pleasantly surprised to note that the quality of the English version improved when a more technical speech was being used. So I continued my work steadily, until i had finished the chapter I had selected on both versions. By then I had done around 65 hours of review work alone and I felt I should wrap up.

3.5 Wrapping up

I begun by compiling all the changes I suggested into a single document. I included a legend, multiple suggestions and an introduction into the work. Afterwards I prepared the a zip with the same document in format pdf and word, to broaden the choices of the potential reader. I sent the zip via mail to the engineer, and a couple hours later phone him to make sure everything was alright with document. He gave me the OK , and as such I declared my work concluded.

4 CONCLUSION

Despite the multiple setbacks I believe the end result was a success. Although I believe that there is always room for improvement I have

no doubt that the version I presented was a good leap forward mainly in the English version. The work could have been more fruitful with some more communication and foresight, but it is still something I am proud of.

In this type of document (technical), the conclusion should start with a summary of the subject addressed and then should highlight the results.

ACKNOWLEDGMENTS

I would like to thank the coaching team for facilitating the communication during this endeavor. I would also like to extend special thanks for Engineer Silva who proved himself to be available even in short notice and demonstrated a great interest in the work. I wish him luck for the rest of the project.

APPENDIX**REPORT PRESENTED TO ENGINEER SILVA**

The report I presented to Engineer Silva can be found in pdf format at the following URL:
<https://www.dropbox.com/s/gdbvg1uam6mo3ws/RRE.pdf?dl=0>