Sample Project I Edits

Careful proofreading and editing is an essential step in creating most workplace documents. Here are some edited sentences – the edits are in blue – from past Project I research papers, sorted into a handful of categories of advice on proofreading that we’ll discuss in class. Consider these as you work on your papers. You can also find some good editing advice in our textbook and in the Lannon chapter in our Resources folder online.

**PROOFREAD**

Title: Technical Writing and it’s Utilization across Four Professions

A Survey of Technical Writing Across Four Professions

A Look at Writing in Four Professions

**CLARIFY SUBJECT**

These four professional fields all demonstrate different types of writing, from published public documents to filed progress reports, each being detrimental to the completion of a development project.

In each of these example fields, a variety of documents – ranging from field progress reports to published papers – play a crucial role in the evolution of development projects.

**WRITE ACTIVELY**

There is significant importance and are a variety of roles served by writing in the workplace.

Writing plays an important and varied role in the workplace.

**PARAPHRASE**

“The nursing assessment sheet contains the patient’s biographical details (i.e. name and age), the reason for admission, the nursing needs and problems identified for the care plan, medication, allergies and medical history,” (Nursing) This documet’s purpose is critical …

Nursing assessment sheets provide a quick reference of vital patient information: name, age, reason for hospitalization, medication schedule, allergies and medical history (Nursing, 2013). The purpose of this document …

**CLARIFY/ SORT IDEAS**

Writing in the workplace is a broad topic that includes everything from e-mails between coworkers to full technical reports and this broadens produces documents that have varying degrees of professionalism and that are intended for many different types of audiences.

Writing in the workplace involves a range of documents and audiences – from emails to colleagues to formal, detailed reports for clients.

Depending on the field, professionals write a variety of documents for different audiences, from e-mails to colleagues to detailed technical reports for clients.

**EDIT FOR CONCISENESS**

In the following pages, this report will describe the importance of writing in a variety of fields. Specifically it will address documents that are written in four different professional fields that I am interested in. Within my review of these documents, I will address the audience and purpose for which each document is written. By the end of this report, I will understand the significance of that these documents entitle in the writing workplace.

This report describes the importance of writing in four careers – law enforcement, environmental engineering, wildlife biology, and journalism – and explores the relevance of a variety of documents, along with their audiences and purposes, in each.

OR

This report describes the importance of writing in four careers: law enforcement, environmental engineering, wildlife biology, and journalism. It explores the relevance of a variety of documents, along with their audiences and purposes, in each profession.

Sample Faculty Personal Statement Edits

Below are two short excerpts from three faculty personal statements, multi-page essays that are used in the tenure and promotion process. The authors had written pithy passages early in their introductions about what they do and why it matters. These are edited here (original in black and edited in blue) for some extra focus and impact:

*My program of research examines the complex problem of interpersonal violence – an issue that contributes to significant health disparities among individuals and communities – that I believe can best be prevented and addressed through researcher-practitioner collaborations. My goal is to use multi-method research to promote the well-being of individuals, families, and communities using an integrated and ecological perspective grounded in principles of social justice and community engagement.*

*I study the scourge of interpersonal violence – violence that wrecks the health of individuals and communities – and I work to identify and promote best practices to prevent it by building collaborations between academic researchers and front-line professionals who help survivors lead safer, happier lives. My scholarship is grounded in the principles of social justice and community engagement.*

*As a scholar at the School of Social Work at Rutgers University, I am committed to fulfilling its mission by integrating my research, teaching, and service to provide “translational knowledge” and promote social and economic justice for individuals, families, and communities at the local, national, and global levels who struggle with violence against women. My research focuses on understanding of, and response to, violence against women.*

*As a scholar at the School of Social Work at Rutgers University, I am committed – through my research, teaching and service – to promoting social and economic justice for individuals, families, and communities who struggle with violence against women.*