

Proofreading, editing and writing concisely

COMMUNICATION

LEVEL
Advanced

NUMBER
EN_BE_3208X

LANGUAGE
English

lingoda





Goals

- Can summarise and discuss some basic techniques for editing my own writing.
- Can edit and rewrite a short piece of writing and assess how I've communicated the ideas more efficiently.







Warm up discussion

What are some of the most important things to keep in mind when it comes to communicating **accurately** in your writing?





Tell your teacher

**Explain the techniques below to your teacher.
Do you use any of these when you write?**



editing

summarising

succinctness

verbosity

Verbosity, or wordiness, can be a problem when writing. Too many words can make for bad writing. A reader faced with too many words can often feel confused and give up.

Skilled writers are adept at cutting out unnecessary words and getting straight to the point.

Effective writers eliminate **verbosity**!



His speech was loaded with **verbosity** and grand statements, but had little in the way of substance.

brevity

Brevity, or succinctness, is the virtue of **shortness** or **conciseness of expression**, particularly in writing. **Brevity** is one of the most important elements of clear and **efficient** style.



It is amazing how he can communicate so much in the **brevity** of a single tweet.

editing

Editing is a stage in the writing process where **content is cut, added, rearranged** or **rephrased** to make the work clearer, more precise and superior overall.

For many writers, the process of editing begins during the **first draft**.

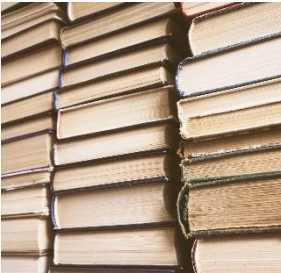


There are many approaches to **editing** – at its core it is rereading with a critical eye, making notes and then rewriting.

summarising

Summarising is another important skill adopted by writers, particularly journalists and students.

Summarising is a way of **rewriting a long passage** or piece of writing from another author in your own words and in shortened form. It focuses on communicating the **most essential information** and omitting anything that is unnecessary.



Summarising is a useful skill to use when researching or presenting information you have found from another source.



Synonyms are very useful tools when **summarising** a text.

synonyms

Synonyms are words or phrases which have exactly or nearly the same meaning as another word in the language.

Having a wide vocabulary helps with using synonyms. They are very useful for **summarising** or **varying the flow** of a sentence.

Notice how the clunky sentence below gets fixed with the use of synonyms.



I wanted to **listen** to the speech carefully but the people talking beside me made it difficult to **listen**.



I wanted to **listen** to the speech carefully but the people talking beside me made it difficult to **hear**.



Correct these sentences and, if necessary, reword them to improve the expression and clarity of the writing.

1. Are you going to take a flight back to your home in japan



2. There is many books on the topic of banking that can help you learnt more about the topic of banking.



3. Wen You apply for a job You need to write a cover leter and an CV.



4. Its important to listen to the mr anderson during the meetings if you want to be more productive. Helps you be more productive annd succeed



5. I seen the taj mahal the statue of liberty and the leening tower of pizza during my business trips, i would recommend traveling there to everybody.





Tell your teacher

One platform that embraces short and snappy writing is the Internet. Talk to your teacher about some of the challenges of writing with brevity in the 21st century.



misinterpretation

detail

ideas



Talk to the teacher

Why is it important for you to edit your writing when you are at work?

Why do businesses need to make sure that any texts they publish are edited?





Compose a short piece of writing

Compose a short piece of writing (150-200 words) on any topic. If you wish, you can make the topic related to your company or job.





Editing in practice - proofreading

- **Proofreading** is one of the most useful skills to learn for editing purposes.
- Many writers practise proofreading as they write.
- It is as simple as reading your work back to yourself and looking for **repetition, punctuation errors** and **spelling mistakes**.
- During proofreading, always ask yourself: **can it be clearer?**

- After you've completed your writing, take a short break.
- When you return to your writing, try to read what you've written so far out loud.
- Reading out loud is a very useful way of catching your poorly worded or clumsy sounding sentences. Your ears do not lie. If something sounds strange, it probably needs to be rewritten in a clearer way.





Proofreading

Read over your piece of writing.
Do not rush – go slowly and use your ears.
Does anything sound confusing or unclear?
Pay attention to the potential errors below.



spelling mistakes

repetition

phrasing



Edit the text

Read the text below. Edit it using the techniques you have learned in the lesson so far.

Having good comunicaton skills has been always important within the world of work. However if you consider certan aspects of our modern-day society, such as globalisation and the growth of comunicaton via the internet, it could be argue that written comunicaton is become ever-more important within business. Ofcourse, written comunicaton has always been important, with letters and advertisements existing long before the net. These days, though, most businesses have websites with written content. Marketers and copy-writeers are constantly writing new content for social media, e-mails and blogs posts even colleagues sitting in the same room communicate via e-mail or messaging channels throughout the working day.

The written word plays a huge role in the modern workplace, meaning its important that whatever we write is of good quality. Though editting and proofreading our work, we are almost guaranteed to improve the quality of our written work. Editting can takes a while though – it is really a good use of our valuable time?

Well, a well-written website, for example, makes a business seem credible, meaning customers and clients are willing to trust the business and have confidence in it. Good writing also allows a business to build a solid web presence and increase it's online reach. Well-written information also reduces misunderstanding and confusion and makes a business seem more professional over all.



Compare

Now you have finished editing the article, compare it with the amended version below. How did you do?

Having good **communication** skills has always been important within the world of work. However, if you consider **certain** aspects of our modern-day society, such as globalisation and the growth of **communication** via the internet, it could be **argued** that written communication is becoming ever-more important within business. **Of course**, written **communication** has always been important, with letters and advertisements existing long before the **internet**. These days, though, most businesses have websites with written content. Marketers and copy-**writers** are constantly writing new content for social media, e-mails and blog posts. **Even** colleagues sitting in the same room communicate via e-mail or messaging channels throughout the working day.

The written word plays a huge role in the modern workplace, meaning **it's** important that whatever we write is of good quality. Through **editing** and proofreading our work, we are almost guaranteed to improve the quality of our written work. **Editing** can take a while though - is it really a good use of our valuable time?

Well, a well-written website, for example, makes a business seem credible, meaning customers and clients are **more willing** to trust the business and have confidence in it. Good writing also allows a business to build a solid web presence and increase **its** online reach. Well-written information also reduces **misunderstanding** and confusion and makes a business seem more professional **overall**.



Efficiency

- Sometimes passages with a lot of detail can be **summarised** much more efficiently.
- Consider this sentence:
 - We could go for lunch at this restaurant I know that serves great Italian food at low prices.
- This sentence is much more clear and effective written as:
 - I know a great, inexpensive Italian restaurant where we could go for lunch.

- Last year on our team-building trip we went to the south of France and saw some landscapes which were really beautiful.

This sentence is much more effectively written when summarised as:

- Last year on our team-building trip, we went to the south of France and saw some beautiful landscapes.





Make the sentences clearer and more economical

1. The place where you should book your taxi is at the train station.



You should book your taxi at the train station.

2. It is widely known that the government has put forward a range of policy options for the public to peruse at their will.



3. The meeting that was supposed to take place for half an hour from 5 till 5.30 is now delayed and will take place at 6.



4. We wanted to downsize to a smaller, more compact office but now we think that downsizing to a smaller office would not be a good idea.



5. The point I wish to make is that this office could be managed in a much more efficient way.

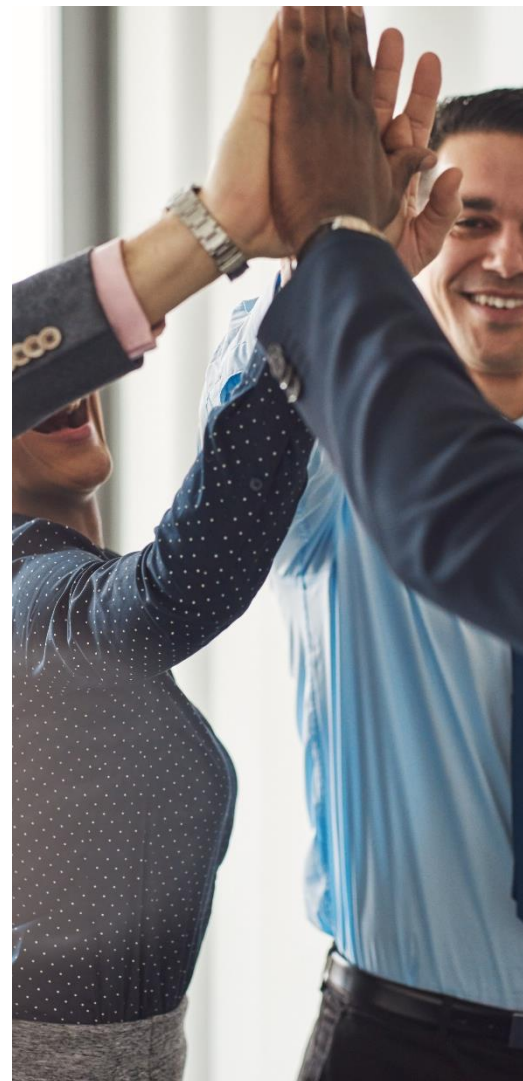




Summarise this passage in 50 words or less

Team-building events can be very beneficial for companies. Among employees, a team-building event can boost teamwork skills, encourage collaboration, build trust and enhance worker engagement, which all lead to better productivity. Communication in general is a huge part of team-building events, and the potential is there, not only to improve communication within a team, but also to build bridges across departments.

Team-building events are also advantageous for the employees themselves. Employees are able to get to know each other outside of the office and are given the opportunity to discover connections with their co-workers that are unrelated to work. These sorts of events also help to create a fun company culture and a generally nicer working atmosphere within the office.



run-on sentences

A good rule to follow is that **one sentence should stick to one idea**. When writers get ambitious and include too many ideas in a sentence, they can create a run-on.

Run-on sentences are sentences with two independent clauses joined together without a conjunction. Run-ons are a common problem, and can often be fixed by splitting them with a full stop or colon.

Look below to see how we can change the following run-on sentence:

He tried smoking a cigarette he didn't like it.



We can fix this with a **conjunction**:

He tried smoking a cigarette, but he didn't like it.

We could also use a **full stop**:

He tried smoking a cigarette. He didn't like it.



Choosing to use a **full stop** or a **conjunction** when fixing a run-on sentence is a matter of style. The second example above stresses the second sentence slightly more. We get the impression that he really didn't like the cigarette.



Fix the run-on sentences

1. We have to leave the meeting room now whoever is last to leave please make sure you close the door.



We have to leave the meeting room now. Whoever is last to leave, please make sure you close the door.

2. Jean left the office she got an important phone call.



3. Sales are down that's why profit is low.



4. I really enjoyed my business trip to London it is really a fantastic city.



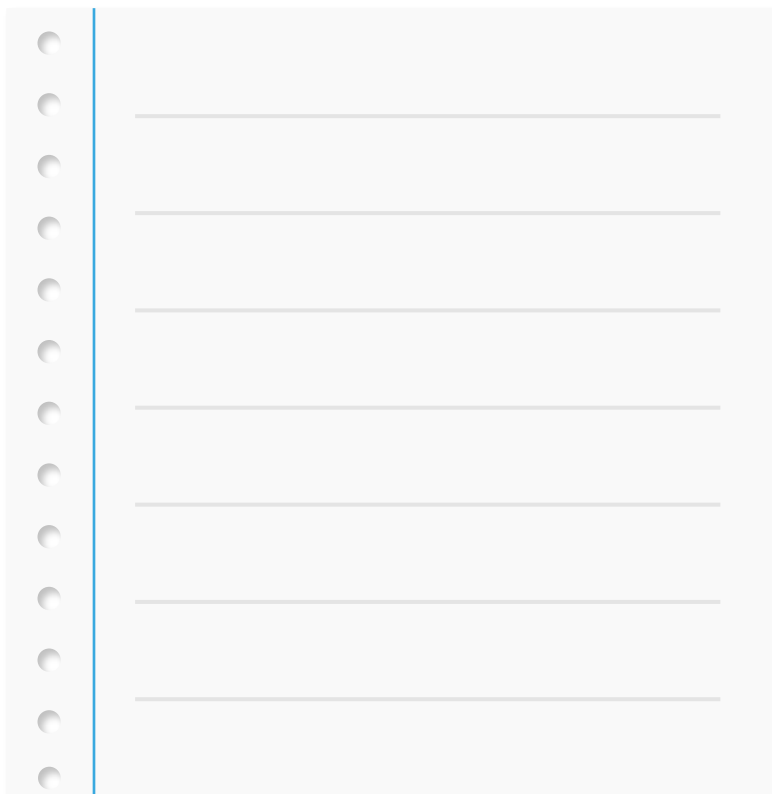
5. I'm applying for jobs I don't like my current job.





Rewrite your piece of writing

Proofread, edit and rewrite your piece of writing from earlier in the lesson. Use the techniques you have learnt during this lesson.





Reflect

Why is editing so important in order to write well?



Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!





Answer key

Exercise p. 11

Various answers are possible, but some suggestions are as follows:
Are you going to fly back home to Japan?

There are many books on banking that can help you learn more about the topic.

When you apply for a job you need to write a cover letter and a CV.

It's important to listen to Mr Anderson during the meetings, as it'll help you to be more productive.

During my business trips I've seen the Taj Mahal, Statue of Liberty and the Leaning Tower of Pisa. Everybody should see these sights once in their lives!

Exercise p. 20

Various answers are possible, but here are some suggestions.

The government has put forward a range of policy options for the public to peruse. This fact is widely known.

The 5 o'clock meeting has been delayed. It will now take place at 6.

We wanted to downsize to a smaller office, but now think it would be a bad idea.

Exercise p. 23

My point is that this office could be managed much more efficiently.

Various options, but the following suggestions are possible.

Jean left the office as she got an important phone call.

Sales are down as a result of profit being low.

I really enjoyed my business trip to London. It is a really fantastic city.

I'm applying for jobs as I don't like my current job.





Lesson review

Create flashcards for yourself to use when composing pieces of writing in the future. Remember to include any tips that you could find helpful when writing in any language.

Proofreading: always remember to take breaks between writing and read passages back to yourself out loud.



Editing practice

Write another 200 word paragraph or find an old paragraph you have written before. Practise editing it.

Compare the before and after: what has changed?



- Remember to keep your sentences short and efficient!

- Use the flashcards you made yourself in the last activity to help you remember all the important steps.



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