



## The Accidental Editor *ONLINE* - PAPA2575

Sometimes you become an editor by default. This online course provides an overview of editing for accidental editors – those who are not trained as professional editors, but who must manage the editing of business and government writing as a part of their job. Participants will gain confidence in their ability to take a document from an early draft to an error-free, effective final version.

### Who Should Attend?

- Those faced with editing tasks not professionally trained

### Topics:

- What is editing?
- The process of editing: what comes first?
- Types of editing: substantive, stylistic, copy editing, proofreading
- Basic editing notation: traditional methods, online tools
- Scheduling: estimating the time required for each editing stage
- Challenges: managing many writers, multiple versions, and conflicting feedback
- Basic resources: dictionaries, style guides
- Resources for further information

### Learning Outcomes:

- An overview of the editing process
- Familiarity with different types of editing and their purpose
- Awareness of basic editing notation and its purpose
- Awareness of the time required to edit a document
- Strategies for handling multiple versions of a document
- Tools to help resolve conflicting feedback
- Improved confidence in their ability to handle an editing project

**Required Textbook:** *Developing Proofreading and Editing Skills*, 5th ed., Camp, Sue C. McGraw-Hill/Irwin, 2005. ISBN: 978-0-07-293798-5 This textbook may be ordered through the RRU Bookstore: Phone: (250) 391-2600 Ext 4263, or Toll Free 1-866-379-0873 Email: rru-bookstore@royalroads.ca

**Computer Requirements:** A week prior to the course start date you will receive an email from us with information on how to access the online course. At that time you will be encouraged to visit a short orientation website to familiarize yourself with our online learning platform. You will find the computer requirements for this course through this link:

<http://computerservices.royalroads.ca/computer equip requirements>

**Facilitator: Judy Carter** is an education, business communications, and media relations consultant. A learning facilitator with diverse experience, she teaches communication, teambuilding, conflict management, consensus building, critical and integrative thinking, and sustainability. In addition to teaching in RRU's MACAM, MEM, BJUS, BES and faculty professional development programs, Judy has taught for the University of Victoria, Simon Fraser University, Camosun College, Douglas College, and United Nations Virtual Development Academy. In her classes, Judy teaches participants the skills and insights they need to *be* the change they want to see in the world.

**Length:** Three weeks online

**Date:** Feb 7 – Feb, 25, 2012

**Times:** asynchronous

**Cost:** \$255 (tax exempt)

**Best to Register By:** Mon, Jan 24, 2012

### To Register:

Register online at <http://www.royalroads.ca/continuing-studies> using Visa or MasterCard; or by telephone, Monday to Friday, 9:00 a.m. – 4:00 p.m. at **250-391-2600, ext. 4801**; or **Toll Free at 1-866-890-0220**. Or, come by in person to the Continuing Studies reception area in the **Grant Building, 2005 Sooke Road**, Victoria, BC, Canada V9B 5Y2.