



Department of English and Writing Studies

Writing 3224G: Technical Editing **Winter 2020**

Section: 001

Email: Please use OWL Message

Time/Room: Wed. 6:30-9:30, UC 1220

Office: UC 1426

Instructor: Professor Freeborn

**Office Hours: Tuesday and Thursday
3:30-4:30 or by appointment**

Course Description and Objectives

Because almost all technical communicators edit the work of other writers, technical communicators need to be competent at editing. Editing also improves writing: the more thought a person gives to the process of writing and to an approach and a vocabulary for editing, the more that person understands what constitutes good writing, in any field or genre. In this course, therefore, we will learn to be good editors, and, by doing so, we will also become better writers. In general, WR 3224 encourages students to reflect on the role of editing in the development, publication, and use of documents, particularly technical documents. In practice, this course will take students through the various aspects of the editing process, including the use of editing symbols and the tasks involved in copyediting and comprehensive editing. Specifically, as the UWO Course Calendar indicates, topics covered in WR 3224 include “editing for organization and structure; audience; usability; style; and grammar, mechanics, punctuation, and spelling.”

Required Text

Carolyn D. Rude and Angela Eaton. *Technical Editing*. 5th ed. New York: Pearson Longman, 2011.

Course Requirements

Newsletter copyedit	10%
Chapter copyedit + style sheet	15%

Assignment Submission

Assignments are due in-class on the date specified on the schedule. Only the cover letters for assignments four and five need to be submitted in both paper and electronic forms. Late assignments will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me prior to the original due date: you must request a new deadline in either a memo that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

If necessary, please submit essays to the the Department of English and Writing Studies Drop Box outside of University 2401, using a cover page featuring your instructor's name and the course number. However, do not fax or e-mail assignments.

You must keep copies of all assignments submitted.

Attendance Policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss

Dean's office. If you elect to miss a Writing class in order to write such a test in another class, that is

Writing Studies' Basic Policy: Students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

Exception: In Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in Writing Studies' Basic Policy (above).

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for

Class Meeting Schedule

- January 8 Introduction
(with reference to Rude and Eaton, Chapters 1 and 21)
- January 15 Thinking about Readers and Writers; Marking Paper Copy
(Rude and Eaton, Chapters 2, 3, 4)
Assignment 1 (Newsletter: copyedit) assigned
- January 22 Editing for Consistency *Assignment 1 due (10%)*
(Rude and Eaton, Chapters 7, 8)