

Editing for Professionals – Webinar training

We all know that reports, emails, web content and academic writing must be polished, professional and error-free – but how do you ensure that intended readers will get the messages the writers intended? As an editor, how do you know when to make changes and when to leave text untouched?

This highly practical online session will give you the skills to edit your own and others' writing. You will be able to comment, share challenges and ask questions. After the training, you'll receive the presentation and other useful resources. You can also choose follow-up support: send us a sample of your writing and get it edited by a professional editor.

Part 1 – Introduction

- What is the role of an editor? When do editors make changes?
- How to plan for team writing (Flesch readability test and a style guide)
- Provide constructive feedback on colleagues' writing (especially when WFH)
- Strategies: How to develop a fresh eye to analyse writing

Part 2 – Editing: Check content, structure and language

- Check for common errors:
 - Use sentences and paragraphs effectively
 - Ensure clarity and correct grammar
 - When to use the passive voice
- Edit to make the writing strong:
 - Quick way to check content and structure
 - Use key words and frontloading to engage readers
 - How to deal with jargon and complex information
 - Cut dead wood (i.e. padding, wordy phrases and repetition)
 - Use layout to improve accessibility
- Process: Steps for efficient editing