

The Editor's Challenge!

Real-World Writing Scenarios

Included:

Welcome to the Editor's Desk!

- **Common Proofreader's Marks:** Use real proofreading marks to correct and edit.
- **The Editor's Challenge:** Find and mark errors in these real-world writing scenarios:
  - Food Truck Menu
  - Corporate Email
  - Music Event Flyer

Answer Keys

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Welcome to the Editor's Desk!

Have you ever sent an email, turned in an essay, or posted a flyer only to find that you made a mistake? Or maybe you didn't quite get your point across to your audience? What you needed was an editing pass!

Editing helps ensure content is clear and easy to understand, has the right tone, and is free of mistakes. You can be your own editor, making several passes through your work to minimize or eliminate errors.

The Power of Editing

Strong editing skills transform your writing from average to extraordinary. They improve clarity and strengthen understanding.

Editing Tools

Editors have many tools to make the task easier. Tools include spell-check, dictionaries, thesauruses, grammar checks, and online searches. Use these tools to look up word meanings, double-check spelling, and to verify details and facts.

Check it Again (and again)

Make *several* passes through the document, searching for a *specific type of error* in each pass. Pro tip: Reading the document backward (from the end to the beginning, right to left) is a great way to catch mistakes.

Fresh Eyes

With important, high-stakes documents such as résumés, professional emails and letters, flyers, and other published works, give yourself time to step away. When you return, do your final pass with fresh eyes. Do this pass before sending, submitting, or printing. Even better, ask someone else to review it as well. A new set of eyes often sees what we actually say rather than what we *meant* to say.

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Proofreading Marks

Proofreaders and editors use specific symbols to mark their changes. These symbols make corrections clear and easy to understand.

Review the table of Common Proofreader's Marks. Then, using a colored pencil or pen, use the symbols as you edit the real-world scenarios. Any comments or lengthy corrections can be written in the **Editor's Margin Notes** next to the error. Questions can be written in the **Editor's Questions** box.

Search for:

- **Typos:** Look for errors in spelling, punctuation, copy/paste, and wording. Watch for "wrong" words that spell-check may not catch. Some examples are to, too, and two; there, their, theirs, and there's; for, four, form, and from; maybe and may be.
- **Grammar:** Verify pronoun agreement (he, she, his, hers, their, theirs), tenses (past, present, future). Watch for run-on and incomplete sentences.
- **Layout:** Ensure that fonts, font sizes, and colors are consistent. Also check for consistent and appropriate spacing, margins, paragraphs, and formatting.
- **Clarity:** Read from your audience's point of view. Does it make sense? Does it mean what you intended? Are details like dates, names, times, schedules, and contact information included and correct?
- **Tone:** Remember that in texts, emails, essays, letters, and any writing, there is no facial expressions or tone of voice to help convey a joke or irony. A brief note may come across as frustrated or annoyed. Carefully read through your writing to ensure the tone is appropriate and says what you intend to say.

Your Turn!

Now it is your turn to be the editor! Your challenge is to read through these three real-world documents as you:

- Use a red (or other color) pencil or pen to find and mark errors and comment with any questions you have.
- Use the appropriate proofreading marks whenever possible.
- Pay attention to tone, clarity, and details. Imagine you are the customer or employee. Do you understand what the writer is trying to say?

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