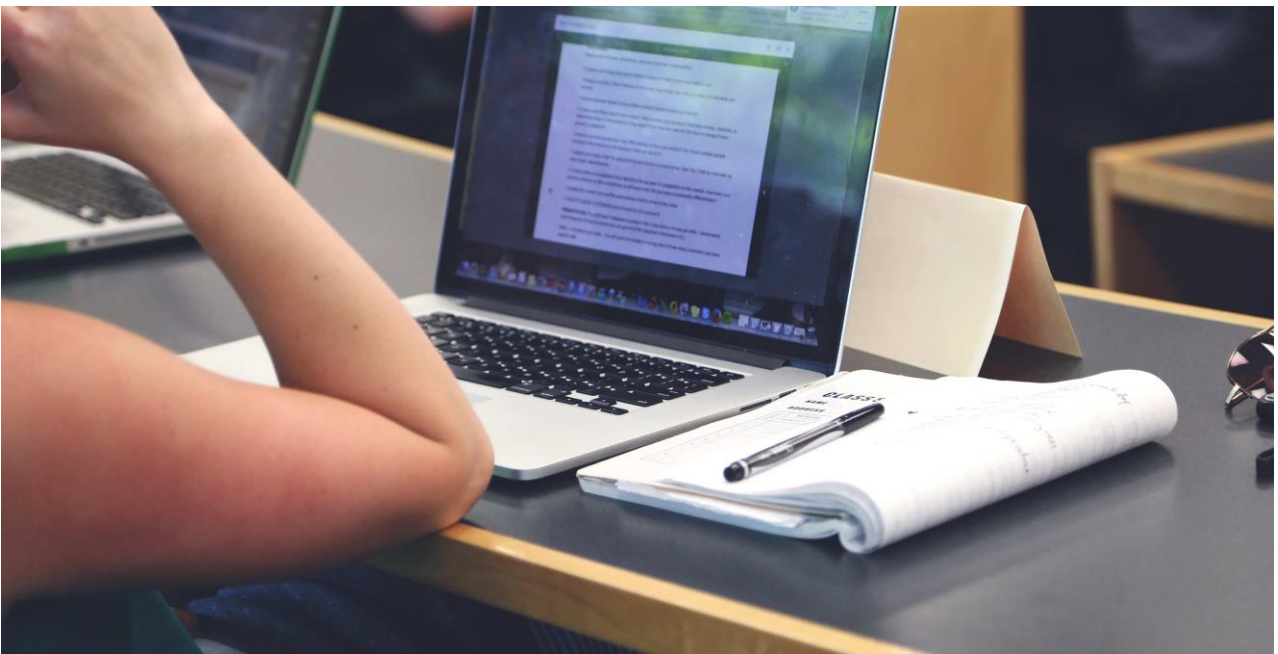




THE UNIVERSITY OF ARIZONA
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

**COMMUNITY
CLASSROOM**

The Craft of Editing In Professional Contexts



Course Times and Location

FALL, 2020

Mondays, 6-7:30 p.m.

11/02/2020 - 11/30/2020

Zoom url will be made available to all registered participants before start of course.

Your Instructor

Kevin Cassell is a lecturer in the University of Arizona's English Department where he teaches courses in technical writing, business writing, and first-year academic writing. He has a Ph.D. in Rhetoric and Technical Communication, an MA in English with a concentration in writing studies, and a BA in English. He has been teaching since 1986 both in American universities and abroad. Prior to coming to UA in 2017, he was an assistant professor at the State University of New York (SUNY) College of Technology, Alfred State. He has also taught at Michigan

Technological University, the University of New Mexico, Lesley University's Art Institute of Boston, Northeastern University, and the University of Maine at Fort Kent. Internationally he worked as an English teacher in Japan, a Peace Corps teacher trainer in Fiji, a drama director in Venezuela, and an ESL instructor in Costa Rica. His email is kcassell@email.arizona.edu.

Course Description

This course will introduce you to editing not as a mechanical activity governed by a set of rules expressed in grammatical terms, but as a craft designed to make a written text more eloquent, comprehensible, and engaging so that it resonates in some way with the people who read it. While some grammatical terminology will be used occasionally, we will discuss editing techniques in plain English and within a common-sense framework. Although we will focus primarily on editing within professional and business contexts, the content will be accessible for anyone who is interested in written expression. This course will equip you with a critical “editorial perspective” as well as a discernible skill set you can draw from when revising your own writing or that of others.

Course Schedule

November 2: Introduction to “Best Practices” of the craft of editing. After dispelling some of the rules-based assumptions about grammar and punctuation, we will overview editing in three ways: local (sentence-level), regional (paragraph-level), and global (document-level). This tripartite model will shape how the rest of the class is structured. We will begin our editing journey at the local level before moving on to the larger contexts.

November 9: In this class, we will focus on word choice, phraseology, and sentence structure. Participants will be asked to edit problematic sentences for accuracy of words and concreteness of diction. Emphasis will be on identifying and replacing vague, abstract diction with specific, concrete terminology.

November 16: In this class, participants will learn the difference between the active and passive voice and practice converting both sentences and paragraphs from one voice to the other. It is possible that we will also continue some of the exercises covered in the last class, time permitting.

November 23: In this class, we will focus primarily on proofreading for punctuation as a means of improving the tone of “voice” in written expression. We will learn how to “read” punctuation separately from the texts it is embedded in. Because it's impossible to cover the full breadth of punctuation in just one class, we will begin with a brief overview of some standard marks of punctuation (hyphens, dashes, italics, commas) before focusing on marks that are commonly misused (colons and semicolons, apostrophes to signify possession).

November 30: This last class will focus on two things: (1) coherence of paragraphs and of series of paragraphs, and (2) proofreading for spelling with a focus on commonly misspelled words that often escape spell checker software programs.