Stylistic Editing Standards (CONT202)

Module 1: Standards in Stylistic Editing

Getting Started
- Introduce Yourself
- Editors and Writing

Introducing the Stylistic Editing Professional Editorial Standards
- What is Stylistic Editing?
- PES for Stylistic Editing
- Editing Terminology

Assess Your Skills
- Baseline Stylistic Edit
- Beyond Stylistic Editing
- Learning Plan

Module Culminating Task
- Explaining Stylistic Editing

Module 2: Understanding Audience, Medium, Purpose

Audience
- Identify the Audience
- Meet the Audience’s Needs

Medium
- Identify the Medium
- Meet the Medium’s Needs

Purpose
- Identify the Purpose
- Meet the Intended Purpose
Module Culminating Task
    Analyze Audience, Medium, Purpose

Module 3: Understanding Paragraphs

What Makes a Good Paragraph
    Paragraphing
    Paragraph Length

Paragraphs: Clarity
    Spotting Problems with Clarity
    Editing for Clarity

Paragraphs: Coherence and Flow
    Editing for Coherence and Flow
    Spotting Coherence/Flow Problems

Module Culminating Task
    Paragraph Editing

Module 4: Understanding Sentences

What Makes a Good Sentence
    Spotting Unclear Sentences
    How Sentences Work

Specific Problems in Sentences
    Active/Passive Voice
    Nominalization
    Replace Negative with Affirmative
    Parallel Constructions
    Noun Strings

Specific Problems Scavenger Hunt

Module Culminating Task
    Sentence-Level Edit

Module 5: Understanding Vocabulary and Reading Level
Language, Reading and Formality Level
Language Level and Metaphors

Clichés and Euphemisms
Eradicating Clichés and Euphemisms

Concrete and Specific Wording
Be Concrete and Specific

Tone, Mood, Style, Authorial Voice
Tone, Mood, Style, Voice

Eliminate Wordiness
Omit Needless Words

Module Culminating Task
Language-level Editing

Module 6: Beyond Text
Tables
Editing Tables

Visual Elements
About Visual Elements

Audio/Video Elements
Editing for Audio/Video Content

Module Culminating Task
Editing Multimedia Content

Module 7: Communicating about your Editing
Showing your Editing
Track Changes
Hand Markup

Communicating with Authors
Query Continuum
Query Follow-up
Module Culminating Task
   Communicating with the Author
   Discussing Queries and Comments

Module 8: Bringing It All Together

Assess Your Progress
   Baseline Edit, Revisited
   Learning Plan, Revisited

Stylistic Edit of Complex Text