

SYLLABUS  
PART I  
EDISON COMMUNITY COLLEGE  
ENG 226S TECHNICAL EDITING  
3 CREDIT HOURS

COURSE DESCRIPTION

Prepares students entering writing jobs to accomplish technical editing by focusing on readability theory, audience-based stylistic choices, audience analysis, sentence editing, and improvement of technical and scientific documents including layout, organization, and sentence structure.

COURSE GOALS

The student will:

1. Successfully apply the Gunning Fog Index to writing selections.
2. Revise sentences containing the six most common stylistic errors: parallelism, dangling modifiers, imperfect word order, excessive passive voice, wordiness, and parallelism in samples of writing provided to the students. Recognize these errors in writing.
3. Analyze various audiences and identify audiences' psychological needs.
4. Criticize and evaluate published articles, and provide written analysis reports.
5. Field test the effectiveness of writing and layout, and provide written analysis reports.
6. Edit/rewrite paragraphs and reports written by authors other than the students.
7. Improve published materials through the insertion of graphics and various layouts.
8. Learn to revise writing for audiences in various foreign cultures.
9. Recognize that editing is a major aspect of a writer's job.
10. Read professional articles in the Technical Communication journal.
11. Attend meetings of the professional society, the Society for Technical Communication.
12. Successfully demonstrate competence to editing and improve poor professional writing.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Professional job opportunities and Professional Societies.
2. Professional journals - locating professional articles about editing.
3. The Gunning Fog Index
4. Readability Theory
5. Audience analysis and audience psychological needs.
6. The nature of style in writing.
7. Common style errors.
8. How to fix common style errors.
9. Stylistic choices - what makes an effective style
10. The impact of graphics on readability.
11. The impact of layout on readability.
12. The use of color to improve readability.
13. The use of white space to improve reading speed.
14. How to edit effectively.

15. How to reduce the number of words in an article by 50%.
16. The ethics of editing.
17. Computer applications in editing - the future of voice commands.
18. The impact of man-computer communication on editing
19. Critiquing published articles to improve them.
20. Writing for culturally diverse audiences.
21. Team work in editing - communicating with the team members.
22. Developing critical thinking through editing.
23. Communicating with engineers and other co-workers.