

Course Outline: Fundamentals of Editing for Non-Majors

DEPARTMENT OF WRITING

Note for students: This short course outline is provided for planning purposes only. Course information is tentative and subject to change; the final course syllabus will be available by the first day of classes.

Course Code

AP/WRIT 3740 3.0 M Fundamentals of Editing for Non-Majors

Course Description

This course addresses the problems of sorting and arranging information and writing it up in a manner that is clear and comprehensible in limited spaces. Students will be introduced to the basic principles of substantive, stylistic and copyediting and will apply these principles to different genres of writing for university and beyond. Students will learn how to edit to improve coherence, organization, flow and emphasis, grammar and punctuation. Students edit their own work and the work of others, learning both to administer and accept criticism.

Course Delivery

Delivery Mode: ONLN

This course is delivered with synchronous and asynchronous elements.

Course Materials

Example of text: Williams, Joseph M. and Bizup, Joseph. 2015. *Style: The basics of clarity and grace*. Toronto: Pearson.

Tentative Grade Breakdown and Deadlines

Assessment	Weight	Mode
Structural Editing Assignment	[25%]	Take-home
Stylistic Editing Assignment	[20%]	Take-home

Assessment	Weight	Mode
Final Project	[30%]	Take-home
Class Exercises/Participation	[25%]	In-class and take-home
	100%	