18. Editing, Exam Strategies

1. Think about these questions:

*What is editing?*

*When do you edit?*

*What do you usually focus on when editing?*

2. Read the following extract to get another opinion on why editing is important. Do you agree?

*Self-editing does not have to be hard, but that does not mean it is not absolutely essential. Poorly written prose can be the difference between closing a deal and losing a deal, between getting a job and losing a job. In essence, if you cannot write excellent English, you will not advance in your career.*

<http://www.businessenglishhq.com/writing-self-edit/>

**EDITING And Proofreading SUMMARY:**

Editing is an important stage of the writing process. It is usually done in steps:

* *Editing of the first draft is done to make the structure perfect. It is important to stay focused and make sure that the introduced subject is developed logically in paragraphs and it is followed by a corresponding conclusion.*
* *Each text form has a specific structure; headings, opening and closing up phrases that should be included.*
* *Cohesive devices of all levels should be revised.*
* *It is important to check that each part of a text has the right length and the information presented in the text is relevant to the task.*
* *Level of formality should not change throughout the text.*
* *Avoid repetition of the same words and expressions.*
* *Focus on the right choice of collocations and phrases.*
* *Count the words if there is a word limit.*
* *Final proofreading to correct any grammatical mistakes, spelling and punctuation is more effective if you do it after the editing. It is useful to leave some time between the final editing and proofreading. This will enable you to see the mistakes more clearly.*
* *The situation is different when you have to take your exam because you do not have the extra time.*

3. Read the following text. Does it need editing?

*Dear Sir/Madam,*

*I am writing to ask for information about English language courses. Could you please send me more details regarding the intensive courses held at your school in Salisbury this summer? I am a 19 year old Czech student of the secondary grammar school in Beroun. I have been learning English for 7 years. I need to improve my listening and speaking skills. I am thinking of the FCE exam in future.*

*Are there any courses for teenagers? I prefer conversation classes in small groups. I would also like some information about accommodation. If possible I would like to stay at the hostel with other students. As a student I would like to have more details of any discounts available. Please, send me the full price of the course including accommodation.*

*I look forward to your reply.*

*Yours faithfully*

*Michal Majer*

4. Read the text again and compare it with the assignment. Think about the following questions:

*a) How well is the task accomplished? Are all the parts of the task included?*

*b) Is the text easy to read? Is the style appropriate to the task?*

*c) Are there any mistakes in grammar, vocabulary or syntax?*

Assignment:

Imagine a situation: You would like to take an English conversation class at a language school in England. Write an **email** (**120 – 150 words**) to the school you have chosen and ask for some information. You should:

* **give** some **information about your age, school** you study
* **ask** about **courses for teenagers** and **accommodation**
* find out about a **possibility of a discount** for students

*Write your letter in an appropriate style and form.*

5. Read the assignment as well as the following piece of writing. Are there any problems? If so edit the email and make any relevant changes.

Assignment

Imagine a situation: Your English teacher (young native speaker) Sally had lent you book and you lost it. Write her an email (60 -70 words) and apologize. You should:

* apologize
* explain what happened
* suggest some solution to this situation

*Write your letter in an appropriate style and form.*

To: [*sally.smith@gmail.com*](mailto:sally.smith@gmail.com)

*Subject:*

*Dear Mrs. Sally,*

Excuse me. I have ost the book what you borrowed me one week ago. I can find it anwhere. I had it on my desk yesterday morning. But when I need it now it is not there anymore. I suspect my dog Sara he ate it when I was not at home. I will buy the same book as soon as possible and bring it to you wiht a small box of chocolates like an apologize.

Have a nice day!

Martin

**References and Bibliography:**

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<http://www.bbc.co.uk/skillswise/game/en14para-game-story-builder>

<http://en.wikipedia.org/wiki/Editing>

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**Answer key:**

1. Editing is an important stage of the writing process, that is done to make the text correct and more accessible to the reader.

You usually edit your text when you finish the actual writing and try to improve it and correct it.

See the summary above.

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* *Final proofreading to correct any grammatical mistakes, spelling and punctuation is more effective if you do it after the editing. It is useful to leave some time between the final editing and proofreading. This will enable you to see the mistakes more clearly.*
* *The situation is different when you have to take your exam because you do not have the extra time.*

2. Your own answers.

3. This text has already been edited.

4. Read the text again and compare it with the assignment. Think about the following questions:

a) The writer gives information about his age, school; he asks about the necessary information. The task is accomplished.

b) The text is well organised and easy to read. The email is written to an unknown person and the style used in this email is therefore formal.

c) There are no mistakes in grammar, vocabulary nor syntax.

5. The assignment:

a) The task is accomplished and all the parts of the task are included.

b) The text is occasionally clumsy but you can understand the main ideas. The style is formal but there are some mistakes.

c) There a few mistakes in grammar, vocabulary and syntax.

To: [*sally.smith@gmail.com*](mailto:sally.smith@gmail.com)

*Subject: ………………………*

*Dear Mrs. Sally,*

Excuse me. I have ost the book what you borrowed me one week ago. I can find it anwhere. I had it on my desk yesterday morning. But when I need it now it is not there anymore. I suspect my dog Sara he ate it when I was not at home. I will buy ….. the same book as soon as possible and bring it to you wiht a small box of chocolates like an apologize.

Have a nice day!

Martin ………..

Edited email:

To: [*sally.smith@gmail.com*](mailto:sally.smith@gmail.com)

*Subject: Lost book*

*Dear Sally,*

I am so sorry; I lost the book you had lent me one week ago. I can´t find it anywhere. I had it on my desk yesterday morning. But when I need it now it is not there anymore. I suspect my dog Sara ate it when I was not at home. I will buy you the same book as soon as possible and bring it to you with a small box of chocolates as an apology.

Have a nice day!

Martin Berger, 3.A