




enc5216a - Editing: Professional Writing
Dr. Lori C. Brodtkin

Course Home

Welcome - Spring 2006

ENC 5216: *Editing: Professional Writing* is a graduate-level, Web-based course offered through University of Central Florida's Department of English. To learn more about this course, please read the syllabus provided on this page in addition to the Protocols and the Schedule. These texts should give you a good understanding of what I expect, and what you can expect, in this course.

Instructor Contact:

Instructor	Dr. Lori C. Brodtkin	
Office	N/A	
Office Hours	Virtual Office Hours Wednesdays 9-10pm and by appointment	
Phone	TBA	
E-mail	lbrodtkin@mail.ucf.edu	

Course Prerequisites

Before enrolling in this course, you should have taken ENC 1101 and ENC 1102 (or just ENC 1102 if you exempted ENC 1101) at UCF, or you must have equivalent transfer credit for these courses. Also, please see [Learning Online](#) for a detailed discussion of the personal qualities, computer skills, and tools you should have to succeed in this class.

● Course Description and Objectives

Your participation in ENC 5216: *Editing: Professional Writing* will help teach you how to edit a variety of professional documents (which could include correspondence, reports, instructions, proposals, online help, or Web sites) to make them more usable to their intended audience. We will explore both copyediting and comprehensive editing and learn how to apply these to professional documents. In addition to learning how to edit the content, organization, style, and mechanics of professional documents, you will also explore how the editing process is rhetorical. Finally, as part of this course we will explore various ethical, legal, and management issues concerning editing.

● Required Text:

Carolyn Rude, *Technical Editing*, Third Edition (Allyn and Bacon, 2002)

Edward L. Smith and Stephen A. Bernhardt, *Writing at Work: Professional Writing Skills for People on the Job* (NTC Publishing, 1997)

Truss, Lynne. *Eats Shoots & Leaves* (Gotham Books, 2003)

NOTE: In addition to readings from these texts, you will be required to read supplemental material provided by me or accessed online.

● Course Requirements

- Participation in class discussions and activities within each module (10%);
 - Quizzes (15%)
 - Exercise Portfolio #1 (15%);
 - Exercise Portfolio #2 (15%);
 - Exercise Portfolio #3 (15%);
 - Exercise Portfolio #4 (30%);
-

- **An "A" text is exceptional.** This is the kind of document that might lead to promotions in the workplace. It is professional and reflects the editor's careful consideration of audience and purpose. It shows an understanding of the elements discussed in the texts and incorporates those elements effectively. It is mostly free of mechanical errors.
- **A "B" text is strong.** It would be considered acceptable in the workplace. It too is professional and reflects consideration of the rhetorical situation. It is generally above average in terms of the criteria mentioned above, but falls short of excellence in one or more category. It is mostly free of mechanical errors.
- **A "C" text is competent.** It would probably be returned for revision in the workplace. It is generally average in terms of the major criteria listed above. It has few mechanical errors.

- **Low "C" or "D" work is weak.** It would probably get the editor into a bad situation in the workplace. It falls below average in terms of one or more of the major criteria.
 - **"F" work fails in terms of one or more of these criteria.** One or more of these texts would probably get an editor fired in the workplace.
- Also, please carefully read all my comments and wait until at least 24 hours after you get the graded assignment back from me to ask questions.
-

● Assignment and Course Grading Scale

A+ = 100; A = 95; A- = 92
B+ = 88; B = 85; B- = 82
C+ = 78; C = 75; C- = 72
D+ = 68; D = 65; D- = 62
F = 0

● Login and Password Information

To access the "eCommunity" or "Class Login" portions of this course, students must follow UCF's [log-in and password conventions](#).

[Course Home](#)

This page was last updated on August 20, 2005
Pages are maintained by [Dr. Lori C. Brodtkin](#) and the
[Techrangers at Course Development & Web Services, IT&R.](#)
© Copyright 2002, [University of Central Florida](#)