Workshop Objectives

- To understand and appreciate the importance of *editing and proofreading as part of the writing process*

- To understand and identify the three areas of the editing and proofreading stage: *structural, grammatical and technical*

- To review *common grammatical errors* with a view to enhancing writing quality
Discussion questions

• What steps do you follow to edit and proofread your written work?

• What challenges do you face?
Editing and proofreading are necessary because:

- it is a form of ‘quality control’
- eliminates errors in logic or reasoning
- it enhances fluency of a written text
Editing vs. Proofreading

What’s the difference between editing and proofreading?

**Editing** involves looking at elements such as: overall structure, paragraphing, addressing criteria, logic, cohesion

**Proofreading** involves checking: spelling, grammar, sentence structure, referencing
Suggested strategy:

• Check for Structural Aspects
• Check for Grammatical Aspects & Punctuation
• Check Technical Aspects
**Structural aspects**

- Purpose of the genre
- Sections
- Cohesion
- Content

Ensure that your assignment has achieved the purpose of the genre of writing you are required to produce (e.g. essay, report, literature review, reflective piece of writing) in terms of sections, cohesion and content.
Grammatical aspects (not an exhaustive list)

- Subject-verb agreement and verb tenses
- Sentence fragments
- Overly long or run-on sentences
- Overuse of the passive voice
- Pronouns
- Definite & indefinite articles
- Lexical choice
- Commas, apostrophes and quotation marks
Technical aspects

• Referencing (in-text citations and reference list)
• Layout/presentation
• Assignment cover sheet
• Electronic and hardcopy submission
Activity

Try editing and proofreading the following document on GoogleDrive at:

http://tinyurl.com/k82xc5v

Work collaboratively with your group!
Evaluation CSR Renault

Executive summary
CSR policy and practices have an essential role in any company’s strategy in order to have a long-term development. Having good CSR policy and practices can promote the fame of the company as the company not only concerns their profits but also care about the benefits of the society and their employees. Therefore, many companies take the CSR policy into their account to decide the strategy for the company.
Renault has many positive outcomes when applying CSR policy based on the definition of CSR of Carroll (1999, p218). According to Carroll (1999, p218), the elements of CSR include four main factors: economical, sustainable, legal and altruistic responsibilities. Based on those factors, Renault has performed well in terms of economical and sustainable and legal actions.
This report will mainly focus on the CSR policies and practices of Renault and based on those, evaluation those policies and practices of Renault are given. The main CSR policy of Renault focuses on education, safety and sustainability and diverse. The practices of those CSR policies have gain significant results which brought a great deal benefits for the society.

The CSR policy and practices of Renault performed excellently when those meet the requirements of 10 principles in UN global compact. However, compared to other competitors, the practices of CSR of Renault need to be improved more.
Activity

Now try this quiz!

Refer to your handout or go online.
What can you do if you experience difficulties in your academic studies?

• Ask in class
• Go see your lecturer personally (take a draft)
• Go see another member of faculty
• Ask peers/classmates
• Email your lecturer for help
• See a HELPS advisor (drop-in or 1:1 consultation)
• **ALWAYS seek help if you need it!!**
Discover these!

- Online self-help learning resources
- Drop-in & 1:1 consultations
- Writing support sessions
- Conversations@UTS
- Intensive academic English programmes
- Daily workshops
- Volunteer programmes

🔗 www.helps.uts.edu.au