



Effective Date: September 2003

Revision  New Course

If Revision, Section(s) F, G, J, M to R

Revised:

Date of Previous Revision: ~~MCID 25r1430.0001 Tw 10.02 2305~~

Date

g II: Stylistic and Structural

Subject & Course No.	Descriptive Title	Semester Credits
This course develops an understanding of the processes involved in structural an		
Primary Methods of Instructional Delivery and/or Learning Settings: Lecture Seminar	PRFU 230 or permission of the coordinator	

Number of Contact Hours (per week / semester for each descriptor): 2 hours lecture per week 2 hours seminar per week  Number of Weeks per Semester: 15 weeks	<table border="1"> <tr> <td data-bbox="846 1209 1494 1461">None</td> </tr> <tr> <td data-bbox="846 1461 1494 1640">30</td> </tr> </table>	None	30
None			
30			

PLEASE INDICATE

Non-Credit

College Credit Non-Transfer

College Credit Transfer:

Requested

Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

Using standard editing tools and techniques, students will practise restructuring and rewriting complex documents for readability, style, substance, and grammatical accuracy. They will develop an understanding of the role of the editor in a variety of written genres and publication formats, and become more familiar with the scheduling and production of print and electronic documents.

Successful students will:

- a) examine the various relationships an editor has with a writer and/or client, including
  - editor as teacher
  - editor as assistant
  - editor as publisher
  - editor as censor
  - editor as manager
- b) examine the editorial demands of various writing genres and publication formats
- c) practise methods for editing various materials for style, organization, substance, grammar, and length
- d) discuss and practise methods for rewriting print and electronic materials
- e) use the copyediting and proofreading skills acquired in PRFU 230
- f) evaluate documents for content, structure, style, readability, and marketability

Successful students will:

- a) discuss purpose, approach, organization, style, sensitivities in pre-writing stage
- b) discuss revisions for substance, organization, style, and grammar on various types and lengths of manuscripts
- c) apply editing and business skills to communicate with others and produce professionally presented, edited materials
- d) estimate the time of editing

Textbooks may include:

Editors' Association of Canada. *Editing Canadian English*. 2nd ed. Macfarlane, Walter & Ross, 2000.

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Short editing assignments (3)	20%
Major assignments (2)	40%
Final exam	25%
Professionalism (as defined)	15%
	100%

Yes.

Course Designer(s)

Education Council / Curriculum Committee Representative