

**ENGLISH LANGUAGE AND LITERATURE PROGRAM
DEPARTMENT OF ENGLISH EDUCATION
FACULTY OF LANGUAGE AND ARTS EDUCATION
INDONESIA UNIVERSITY OF EDUCATION**

Course : Editing
Code : IG 477
Credit : 2 Chs
Instructors : Nia Nafisah, M.Pd.

1. Goals:

At the end of the semester, students are able to proofread, revise, and edit a piece of writing by:

1. identifying mistakes and errors in English compositions.
2. transforming awkward, choppy sentence fragments and run-ons sentences into clear, concise expressions.
3. organizing better paragraphs with appropriate transitional markers.

2. Contents:

This course prepares students with editorial skills which consist of proofreading, revising, and editing a piece of writing before it is published. Although editing is usually the last step of writing process, this course also discusses the whole process of writing to enable students understand how a composition is produced. More specifically, students will learn how to identify mistakes and errors first in sentences, paragraphs, and finally the whole compositions. In addition, they learn how to make better and clearer expressions, as well as to organize good paragraphs.

3. Learning Activities:

Classroom discussion on drafts of writings, modeling, group and individual practice of editorial skills

4. Prerequisite:

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5. Evaluation:

Evaluation will be based on the following components:

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|---------------------------------------|-------|
| 1. Four editing assignments | = 40% |
| 2. Class attendance and participation | = 10% |
| 3. Mid Term Test | = 20% |
| 4. Final Term Test | = 30% |
| | ----- |
| | 100% |

Grading:

85 – 100 = A
70 – 84 = B
55 – 69 = C
40 – 54 = D
< 39 = E

6. Weekly Syllabus:

Week	Topics	Sources
1	1. Introduction to course outline 2. Syllabus overview 3. What is Editing?	Syllabus Smith, Brady. 2003. Ch.1
2 -3	Writing Sentences	Smith, Brady. 2003. Ch.2
4	Creating Sentence Variety	Smith, Brady. 2003. Ch.3
5	Shaping paragraph	Smith, Brady. 2003. Ch.4, student's writing
6	Using Transition	Smith, Brady. 2003. Ch.5
7-8	Establishing a writing style	Smith, Brady. 2003. Ch.6-7, student's writings
9	MID TERM TEST	
10	Mood: Active vs Passive voices	Smith, Brady. 2003. Ch.8
11	Agreements: Subject Verb Agreement Noun & Pronoun Agreement	Smith, Brady. 2003. Ch.9, student's writings
12	Using Modifiers	Smith, Brady. 2003. Ch.10
13	Checking Capitalization and Spelling	Smith, Brady. 2003. Ch.11, student's writing
14-15	Notes on Punctuations	Smith, Brady. 2003. Ch.12
16	Final Term Test	

7. References:

References:

A. Main Sources :

Smith, Brady. 2003. *Proofreading, Revising, & Editing Skills Success: in 20 minutes a day*. New York: Learning Express.

Strouch, A. 2007. *Writers at Work: The Short Composition*. New York: Cambridge University Press.

B. Other Relevant Sources:

**COURSE DESCRIPTION
(SATUAN ACARA PERKULIAHAN)**

Sessions	Topics	Objectives	Learning Activities	Evaluation	Sources
1	Introduction to course outline and overview of writing process. Discussion question: What is Editing?	Students can explain the process of writing	Introduce course outline Overview of basic concepts in writing.	Pretest	Syllabus Smith, Brady. 2003. Ch.1
2 - 3	Writing Sentences	Students can write different kinds of sentences and avoid awkward ones.	Identify elements in a complete sentence. Identify errors and mistakes in sentences. Avoid run on sentences. Write an essay	Quiz	Smith, Brady. 2003. Ch.2
4	Creating Sentence Variety	Students can revise their own writing by combining sentences and by varying their length and type.	Practice on combining sentences. Practice on varying sentence's length and type	Revise a paragraph using combination of sentences or variation in length and type	Smith, Brady. 2003. Ch.3
5	Shaping paragraph	Students can revise a paragraph with better topic sentence, supporting details, and conclusion.	Practice on making topic sentence. Practice on revising paragraphs	Revise a paragraph	Smith, Brady. 2003. Ch.4, student's writing
6	Using Transition	Students can revise a piece of writing so that it is unified	Practice revising a piece of writing with better transition	Revise a piece of writing	Smith, Brady. 2003. Ch.5
7-8	Establishing a writing style	Students can revise a piece of writing by developing writing style	Discuss elements of style: tone, voice, audience & purpose. Practice on style	Revise a piece of writing's style	Smith, Brady. 2003. Ch.6-7, student's writings
9	MID TERM TEST				
10	Mood: Active vs Passive voices	Students can revise a piece of writing by improving its mood to attract reader's	Practice on changing the passive into active voice	Revise a piece of writing	Smith, Brady. 2003. Ch.8

		attention			
11	Agreements: Subject Verb Agreement Noun & Pronoun Agreement	Students can proofread and revise a piece of writing based on its S-V agreement and Pron agreement.	Practice on S-V agreement Practice on Noun Pronoun Agreement	Proofread a piece of writing	Smith, Brady. 2003. Ch.9, student's writings
12	Using Modifiers	Students can use modifiers accurately	Identify modifiers. Practice using modifiers	Revise a piece of writing	Smith, Brady. 2003. Ch.10
13	Checking Capitalization and Spelling	Students can use capitalization and spelling correctly	Practice using capitalization and spelling	Proofread a piece of writing	Smith, Brady. 2003. Ch.11, student's writing
14-15	Notes on Punctuations	Students can use punctuations correctly	Practice using punctuations such as periods, comma, semicolon, colon, etc.	Proofread a piece of writing	Smith, Brady. 2003. Ch.12
16	Final Term Test				

