



Our Technical Editing Notebook

- 1.** Weekly exercises due on Tuesdays
- 2.** Turn in paper copy each week of
 - a. “Practice”: Completed exercises
 - b. “Application:” Excerpt of your writing where you have applied this editing technique/principle on your own writing. ***Not always done with every exercise.***
- 3.** Self-check your own exercises from in-class review. Edit *by hand* in your own writing.
- 4.** Returned weekly editing packets kept in your Notebook
- 5.** Graded on a four point scale
 - 4 = good work with good effort and good work following directions**
 - 3 = satisfactory work but with apparent less effort or lack of following directions**
 - 2 = unsatisfactory work, clear lack of effort of off topic/instructions**
 - 1 = very unsatisfactory in terms of effort or following directions**

(Worth 10% of your grade. Also, editing exercises may comprise editing exercises other than those from our textbook.)