

# Editing your Document

## Language Workshop

# Editing your Document

- Plan to finish at least one day ahead of schedule. Why? So you have one full day to edit
- If document submitted to Language Centre: three days at least

# Language

- Microsoft Word: *English UK*
- Go to *Tools* – Then *Language*

# Spell Check

- Make sure writing style is formal or technical
- Why? More errors will be detected
- Microsoft Word: Go to *Spelling and Grammar*  
– *Options* – *Writing Style*
- Before handing document in for editing, etc –  
SPELL CHECK

# Quotations

- Which one is correct?
  - The case stated, “the issue is whether or not A did in fact kill B”.
  - The case stated, “the issue is whether or not A did in fact kill B.”

# Quotations

- Ending a sentence with a quotation – first punctuation mark, then close quotations

# Justify

- Microsoft Word: *Alignment*
- *Left, Center, Right, Justify*

# Editing your Document

- “We will now examine the importance of the case.”



# Editing your Document

- Rather say: “The importance of the case will now be examined.”
- Principle: avoid referring to yourself

# Before handing in

- Print and read

# Track Changes

- Microsoft Word: Go to *Tools*
- *Track Changes*
- *Track Changes* will be used by editors, especially at Language Centre

# Editing your Document

- For further editing:
  - Language Centre: office 2-37
- For PSLR information and guidelines:
  - <http://www.pslr.co.za>
- For general writing tips:
  - <http://owl.english.purdue.edu/owl/>