Proof-reading and Polishing Your Writing
by Dr Margaret Taplin

Aim

The aims of this workshop are to introduce graduate students to some common writing errors, particularly those made by non-native English speakers, and to develop some effective strategies for proof-reading and polishing their writing.

Content

This session will introduce some tips for polishing academic writing. It will include an examination of common errors made by non-native English writers, balancing sentence structures to make the work more readable, and writing to a word limit. It will also involve some hands-on activities to proof-read and polish a piece of the student's own writing.

Participants are asked to bring a close-to-final draft of a current piece of writing to enable us to explore common writing mistakes and strategies for proof-reading and editing their own and each other's work.

Organization

This is a 3-hour workshop. It will be in the format of some lecturing to introduce key strategies and hands-on activities to explore these strategies in a practical context.

Enrolment

Each workshop is limited to a maximum of 30 students. While it will target the needs of non-native English speaking students, it will also be suitable for native-speaking students who would like to learn more about these strategies.

There are no prerequisites for this workshop.

Tasks

Students will be required to submit a one-page sample of writing, before and after they have applied the strategies from the workshop to proof-read and edit. This should be accompanied by a list of the strategies that were used. This task is required to be submitted no later than two weeks after the workshop.

Learning outcomes

At the end of this workshop, students will be able to:
- recognize some of the common errors made by non-native English speakers when they see them in context
- select and apply a range of strategies for proof-reading and improving their own work
- select appropriate sentence beginnings and vocabulary to improve the quality of the work