

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 will be asked to work on a close-to-final draft of a current piece of writing to explore common writing mistakes and strategies for proof-reading and editing their own work. They will also be given some suggestions for working with peers to help each other to polish their work.

Organization

This workshop is designed to take about 3 hours to introduce some key strategies and offer some hands-on activities to explore these strategies in a practical context. A PowerPoint and lecture will be uploaded to Moodle for participants to use in their own time. This will be available from June 10th, 2021. Opportunities will be set up to enable participants to upload ideas to share with each other, and to get feedback from the facilitator if required.

Enrolment

Each workshop is limited to a maximum of 50 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

Optional short written tasks will be included in the workshop. It is recommended that participants take the time to do these tasks in order to come to a deeper understanding of the strategies introduced. Students may wish to consider working through the materials with a colleague, for peer support and discussion. Provision will be made for participants who wish to do so to submit these tasks for feedback between June 10th and June 17th, 2021.

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