

# Editing in English Workshop

Monday, 31 October 2016

## Thematic Areas

- Key players in the Euro-Atlantic
- New security challenges
- Regional focus: South-eastern E
- Mediterranean and the Middle E

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## Development and Study Visits

- Policy briefs and speech writing
- Study visits to international and institutions (Brussels, Bern, Ger



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d experts from around the world, teach this c  
European Training Course in Security Policy (E





## Introduction

Editing is about polishing and improving texts that other people have written. This workshop will cover what is good style in English and help you to improve your practical editing skills.

## Objectives

- To understand the differences between revising, proofreading, copy editing and substantive editing.
- To improve your practical editing and writing skills.

## Participants

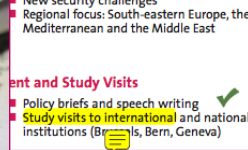
- The workshop is aimed at native speakers of English, or individuals who have a very good command of the language, who are new to editing or would like to know more about how to be a good editor.
- The workshop will be of particular interest to individuals who edit texts written by non-native speakers.

## Supervision

**Prof. Lance Hewson**, Faculty of Translation and Interpreting (FTI), University of Geneva.

## Coordination

**Véronique Sauron**, Faculty of Translation and Interpreting (FTI), University of Geneva.



#### Content and Study Visits

- New security challenges
- Regional focus: South-eastern Europe, the Mediterranean and the Middle East
- Policy briefs and speech writing
- Study visits to international and national institutions (Brussels, Bern, Geneva)

## Structure

The workshop will be given in English. There will be presentations, but the focus will be on practical exercises, feedback and discussions. Printed handouts will also be provided.

## Content

The workshop will provide an introduction to editing in English. It will focus on practical exercises and provide tips and feedback. It will cover the following areas:

- **What makes a good editor and why editing matters**
- **How to write correct, clear and concise sentences, paragraphs and texts**
- **Levels of editing (revising, copy editing, substantive editing and proofreading)**
- **Basic editing checks (a look at various common problems in spelling, grammar and punctuation)**
- **Editing tips, skills and approaches.**

## Instructor

**Stuart Coe** is an editor and translator at the International Committee of the Red Cross. He also teaches English at the University of Geneva.

## Schedule

- Monday, 31 October 2016, 9:30 to 12:30 and 13:30 to 17:30.

# Practical Information

**Registration** by 10 October for 31 October 2016

Online (or download form) at: [www.unige.ch/formcont/editing](http://www.unige.ch/formcont/editing)

## **Tuition fees**

CHF 500 for the workshop

To be paid upon receipt of the letter confirming your registration

## **Location**

FTI – Faculté de traduction et d'interprétation

Université de Genève – UniMail

40 boulevard du Pont-d'Arve – 1205 Genève

The room number in Uni Mail will be indicated in the letter confirming your registration for the seminar.

Public transport: tram 15 (stop: Uni Mail). Parking available.

## **Certificate of attendance**

A certificate of attendance will be issued to participants upon request.

## **For further information**

FTI – Université de Genève

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