



Seminar of continuing education
Technical Editing in English

Workshop: 2 October 2009
Seminar: 16 October 2009

Ecole de traduction et d'interprétation (ETI)

Introduction

Any discussion of editing tends to raise some fundamental questions:

- Why edit?
- What is editing?
- How to edit?

This autumn, two sessions on technical editing in English will help you understand the importance of these questions and how to answer them: a technical workshop for beginner editors, and an advanced seminar for professionals engaged with providing editing services. The workshop and the seminar will approach questions about editing from two different perspectives.

The practical perspective.

The workshop will deal with the practical daily tasks of editing different kinds of texts, and making them:

- easy to understand
- concise and to the point
- helpful for decision-making or action.

The process perspective.

The seminar will look at the way different levels of editing can improve the quality of texts at different stages of the production process, from writing to publishing. The focus will be on materials to support writers and editors, in particular the style guide.

Workshop

Participants

Are you a native English speaker or do you have a good command of English? Do you want to know how to edit? If so, the workshop is designed for you. The workshop will focus on technical editing, that is to say editing related to scientific or technical texts, instructions or reports. In other words, the editing that relates to any kind of informative writing, not to literary writing such as poetry or novels.

If you are a translator or maybe just someone who is interested in working with English, this workshop will introduce you to the basic skills you will need for a career in editing.

Content

The workshop will cover:

- an introduction to editing
- developmental editing
- structural editing
- copy editing
- support materials

Seminar

Participants

Are you an experienced editor or involved in the management of the editorial processes in an organization. If so, the seminar is designed for you. If you need to put systems in place or develop support materials for editors or writers, this seminar will give you an opportunity to brainstorm ideas and exchange experience.

Content

This seminar will build on the outcome of the 2008 technical editing seminar, which showed clearly that editing is little understood outside the profession, and that the practice of editing is threatened both by budget cuts and by the demand to produce web content or printed documents increasingly quickly.

Today, we need to be able to argue the case for editing, along with taking steps to ensure that published texts are of the highest possible quality, given the financial and time constraints.

The seminar will cover:

- an overview of the editorial process
- editorial policy and control
- document specification
- arguments in favour of editing
- prioritizing improvements in quality
- style guides to help writers and editors.

Supervision

Lance HEWSON, Président, Département multilingue de traduction, Ecole de traduction et d'interprétation (ETI), Université de Genève

Instructor

Angela HADEN, Freelance technical writer and editor.

Language

The workshop and the seminar will be held entirely in English.

Schedule

Workshop: 2 October 2009, from 09.30 to 12.30 and from 13.30 to 16.30

Seminar: 16 October 2009, from 09.30 to 12.30 and from 13.30 to 16.30

Practical Information

Registration

Please send the registration form before **25 September 2009** to:

Véronique SAURON

ETI – Université de Genève

Bd du Pont d'Arve 40 – 1211 Genève 4

Tél: +41 (0)22 379 86 76

Fax : +41 (0)22 379 87 50

veronique.sauron@unige.ch

Maximum number of participants:15

Tuition fees

CHF 400.- for the complete programme

CHF 250.- per module

To be paid upon receipt of the letter confirming your registration

Place

ETI – Ecole de traduction et d'interprétation

Université de Genève – Uni Mail Boulevard du

Pont-d'Arve 40 – 1205 Genève

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

Certificate of attendance

A certificate of attendance will be issued, on request, to participants.

For further information, please contact:

ETI – Université de Genève

Bd du Pont d'Arve 40 – 1211 Genève 4

Tél: +41 (0)22 379 86 76

Fax: +41 (0)22 379 87 50

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2 and 16 October 2009

Application form to return before 25 September 2009 to:

Véronique SAURON
ETI – Université de Genève
Bd du Pont d'Arve 40 – 1211 Genève 4 Fax: + 41 (0) 22 379 87 50
[E-mail: veronique.sauron@unige.ch](mailto:veronique.sauron@unige.ch)

Please fill in this form in capital letters Please check box

Ms Mr Surname Name

Birth Date (day/month/year) Citizenship

Profession

PROFESSIONAL DATA

Institution

Address

Zip code/City/Country

Phone Fax

E-mail

PERSONAL DATA

Address

Zip code/City/Country

Phone

E-mail Fax

POSTAL ADDRESS
(check only one box)

personal professional

I WOULD LIKE TO REGISTER FOR:

- The seminar and the workshop on **Technical Editing in English** and agree to pay the tuition of CHF 400.- upon receipt of acceptance
- The seminar on **Technical Editing in English** and agree to pay the tuition of CHF 250.- upon receipt of acceptance
- The workshop **Technical Editing in English** and agree to pay the tuition of CHF 250.- upon receipt of acceptance

CANCELLATION FEE

Any withdrawal before the first day of the course incurs a CHF 100.- cancellation charge. On the first day of the course, the full fee is due.

Date : Signature: