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| **CONT 202: Copyediting Standards 2** |

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| Module 1: Professional Standards |  | Module 4: Understanding Paragraphs |
| Getting StartedIntroduce YourselfEditors and Writing SurveyEditors and WritingEditors and Writing Survey 2Introducing Professional Editorial StandardsWhat is Deep Copyediting?Assess Your Strengths and GapsLearning PlanEditing TerminologyAssess Your SkillsModule 1 DiscussionM1 Baseline Edit (Assignment) |  | What Makes a Good ParagraphParagraphingParagraph LengthParagraphs: ClaritySpotting Problems with ClarityEditing for ClarityParagraphs: Coherence and FlowEditing for Coherence and FlowSpotting Coherence/Flow ProblemsModule 4 DiscussionModule Culminating Task: Paragraph Editing (Assignment) |
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| Module 2: Communicating About your Editing |  | Module 5: Understanding Sentences |
| Showing Your EditingMethodsTrack ChangesCommunicating with AuthorsWhen and How to QueryThe Query ContinuumSummary Letter |  | **What Makes a Good Sentence** How Sentences WorkSpotting Unclear SentencesImproving Sentences **Specific Problems in Sentences** Active/Passive VoiceNominalizationsReplace Negative with AffirmativeParallel ConstructionsNoun StringsSpecific Problems Scavenger HuntModule 5 Discussion **Module Culminating Task: Sentence-Level Edit (Assignment)** |
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| Module 3: Understanding Audience, Medium and Purpose |  | Module 6: Understanding Vocabulary and Reading Level |
| AudienceIdentify the AudienceMediumIdentify the MediumPurposeIdentify the PurposeModule 3 Discussion |  | Language, Reading and Formality LevelLanguage LevelMetaphorsClichés and EuphemismsEradicating Clichés and EuphemismsConcrete and Specific WordingBe Concrete and SpecificTone, Mood, Style and Authorial VoiceTone, Mood, Style, VoiceEliminate WordinessOmit Needless WordsModule 6 DiscussionModule Culminating Task: Language-Level Editing (Assignment) |
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| Module 7: Beyond the Text |  | Module 8: Bringing It All Together |
| Visual ElementsAbout Visual ElementsTablesEditing TablesVisual ElementsAbout Visual ElementsAudio/Video ElementsEditing for Audio/Video ContentModule 7 DiscussionModule Culminating Task: Editing Multimedia Content | Assess Your ProgressEditing of a Complex Text (Assignment)Learning Plan, Revisited |