Chapter 12

Activity 12-1 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

Next, to each point on the outlin write sentences words or phrases that act as cues to what you want to say. If you are a begining speake or if the topic is complex you might opt to draft your presentation word for word. Once you have written and practiced you can then convert the script to an outline with notes. As you practice the presentation keep in mind that the less you need to rely on your notes the more natural and relaxed your presentation will be. practice what you will say out loud and experiment with the frasing until the words come out in a comftable and natural way and plan to use the exact phrasing you keep in your head. As you make notes and practice phrasing think about how spoken language difers from written languag. Speach tends to be less formal. Keep your sentences short and use words and phrases that will increase understanding be sure to note any words that might be unfamiliar to your audience and plan to explain them. if you are woried that explaining “the obvious” might be insulting to colleagues you can include words like In case anyone is unfamiliar with Regulation 6207B it states that ….” This is preferrabley to talking over the heads of an audience member. You want to aim for precise and professional language but come across as friendly and conversational. You want your audience to learn something new from your presentation and feel good about it. You don’t have to be the worlds best speaker to achieve these goals It is a matter of relying on tried and true techniques and avoiding common pitfalls.