1.8 EDITING COURSE

This course is highly recommended for attendants who want to improve their editing skills for organisational usage.

- Edit usage of vocabulary and terminologies
- Use punctuation marks in a consistent manner to achieve clarity
- Treat elements of other languages appropriately
- Edit style, register and level of formality for specific media and audiences
- Identify the purpose of the text
- Use appropriate grammar conventions
- Draft and edit a technical text
- Recognise errors and check for accuracy