

HOW TO DOCUMENT YOUR WORK <SIX>
Editing, Revising & Proofing

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23.10.2016

Why Document Your Work?

(1)

It is a good way to showcase your work to others in a **complete, systematic** and **multifaceted** way.

(2)

It is a great way for **collecting materials** for applying to future opportunities such as jobs, funding or further study.

(3)

It shows potential collaborators and employers that you are **serious** about your work and are **professional**.

(4)

Well documented work can also illustrate your **thinking** and **working process** to other professionals.

(5)

While working in a team, well documented work can help you **communicate your ideas** to other team members and act as a useful tool for **better efficiency**.

(6)

It accumulates a body of work that allows you to **reflect** upon what you have done and what you would like to do **moving forward**.

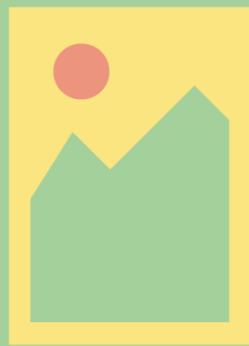
**There Are Many Ways
To Document Your Work.**



WEB



TEXT



IMAGE



VIDEO



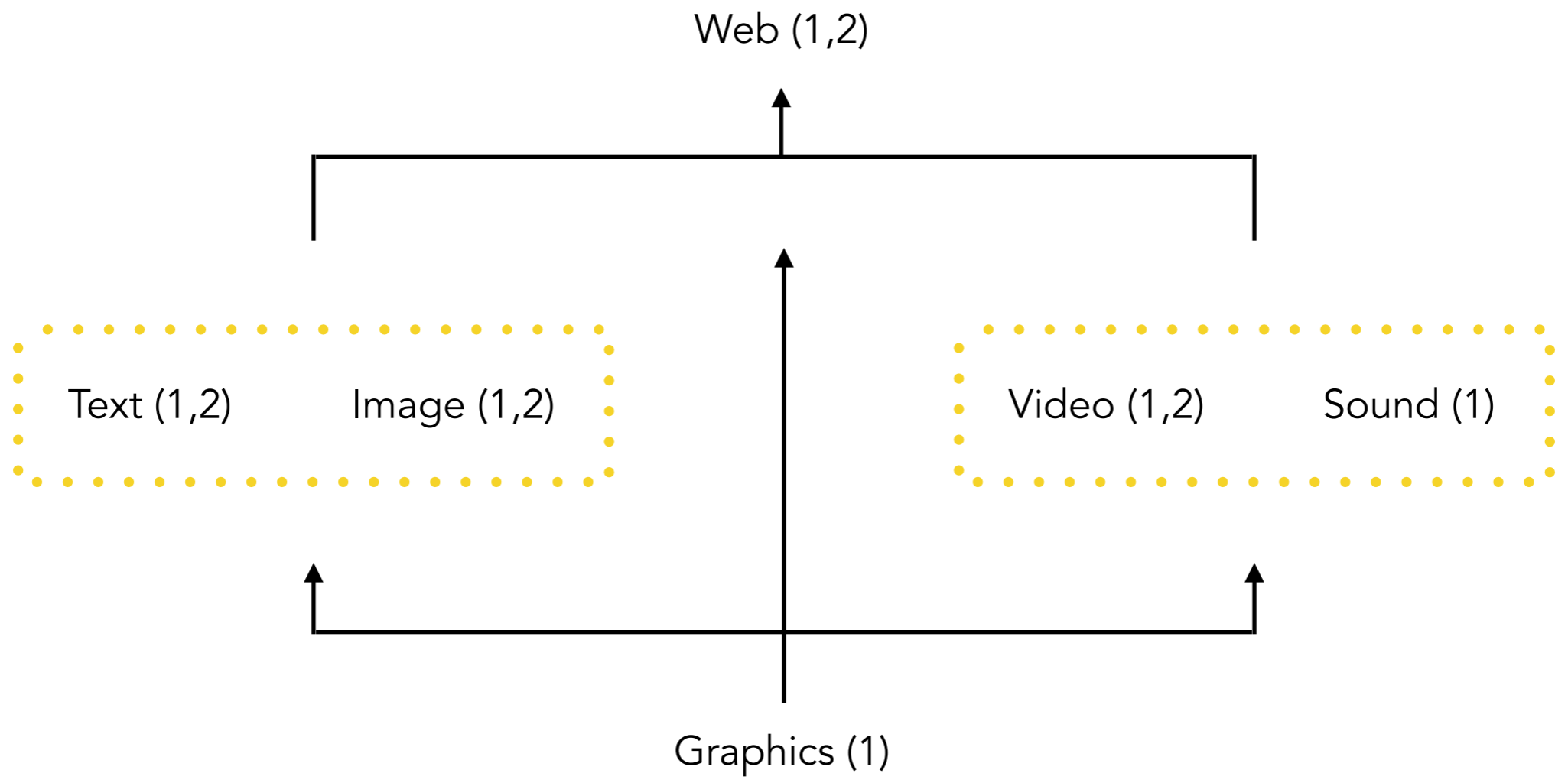
SOUND



GRAPHICS

**IN THIS WORKSHOP SERIES
WE WILL INTRODUCE THE
FOLLOWING WAYS:**

- WEB
- TEXT
- IMAGE
- VIDEO
- SOUND
- GRAPHICS



BASIC FUNCTIONAL WRITING

This is NOT a literary writing workshop.

**Why is writing important in
the professional environment?**

Effective Writing Skills

Effective Writing Skills

WRITING RESOURCES

Grammar and Writing Style Guides

<http://www.libraryspot.com/grammarstyle.htm>

Harvard Writing Resources

<http://writingcenter.fas.harvard.edu/pages/resources>

150 Resources to Help You Write Better, Faster, and More Persuasively

<http://oedb.org/ilibrarian/150-writing-resources/>

Effective Writing Skills

CATCH YOUR OWN TYPOS

Change the font.

Change the background color.

Print out and edit by hand.

Don't be afraid of the spelling and grammar check.

Effective Writing Skills

GRAMMAR COUNTS

Know the “its, it’s,” and “their, their, they’re” rules.

Hyphenation: the difference between a guy who owns a small business (a small-business owner) and a short guy who owns a business (a small business owner).

Effective Writing Skills

START WITH AN OUTLINE

Keep yourself from getting off track.

Check back to it and make revisions as needed.

Writing is a process. Make it a thoughtful process.

Effective Writing Skills

EMPHASIS ON "DRAFT"

Revisions are a major component of writing.

Trust yourself to get ideas down, then go back for fixes.

Just because it's on paper (or a digital document) doesn't mean it's good.

Effective Writing Skills

WRITE WHAT YOU KNOW

Helps with accuracy and giving your piece a better flow.

Don't know? Do some research.

Feel confident in your copy.

Writing "off the top" is counterproductive.

<PRACTICE>

Continue working on your writing project.

One-on-One Workshop Time

