**Revising Workplace Documents Storyboard**

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| **Image Description/Drawing: 1. TITLE SCREEN** | **Image Description/Drawing: 2. OVERVIEW**  [**Writing is rewriting**](https://www.flickr.com/photos/mrsdkrebs/7346134332/in/photolist-cc9RNu-bM7DPi-qbU6Vq-sK1iBb-bzBjai-a6SH2p-a6VzcC-cudhpu-5di6N-akcukh-gVj56Y-qbAJ7V-8zaWjk-5oUNHM-55Esg-7GaBZU-7dxLYk-akG9cR-pv7wYK-akJYrq-bGe7fV-9div4w-hEt6WT-55EnC-br1nSQ-onZU8e-aHGUpr-6RSYZy-fSfnDz-dMiYU8-b65VbR-7vMPcL-bRRzL4-4YPjDH-bnGiSh-4BNSep-5Yn5Yj-8KzXEs-yqccW3-338vTd-bmUdEE-5s1car-ARKV-fyAzpp-9CqWTb-4CTDZx-6qo2PH-7vq94D-8qUxLV-e8csUn) | **Image Description/Drawing: 3.**  **REWRITING VERSUS REVISING**  [**Throwing paper**](https://www.flickr.com/photos/veryveryquiet/4558190427/in/photolist-7WMVd8-8vLw9u-bYnbSY-6yGzsK-br1nSQ-9UF73s-8vHeWe-8vGSwz-8vHCzz-hE5oza-dHXCfU-48BW8T-8vLixL-8vLeru-bwbRFS-7FcoBx-8vL3KN-8vLefq-8vGM7F-8vGWT4-8vL2to-8vLfm5-8vHN4D-8vLG1h-8vLGMy-qvWqSY-5BYsA-6sFoxE-hc9zmo-8TuxN9-oeaMW7-7EgDb1-8vLzmJ-8vLe2q-8vLoCU-8vLuAC-8vLz1u-8vL9tA-8vKSXh-8vHK3v-8vKPjQ-8vLtR9-8vGSbx-8vKNuG-67WzW-fwJWW8-d1y4q-bzLsP-eyFXm8-9SVSLW)  [**Quiet edit**](https://www.flickr.com/photos/desiitaly/1542441622/in/photolist-3miqa5-5RwE4-a2RoRw-z54ku-9eT34d-9ePXhB-9ePVwD-9ePWhc-nzqSH-76gcxQ-5GfKLV-ftB4CC-bpZKpZ-ec8AVi-9eT74u-9ePWLZ-9ePVUr-9ePU3p-6soRTs-2UVLoX-33NeQ-9ePXEP-6vZN7Q-9eT3v1-57vndP-31ytVJ-67JeWQ-mtGHa-6RBfVY-aEayR7-drFr9U-c71XdC-ewd453-2Yb5TY-c1bJsN-qttvub-d4ECe3-pAU946-9TmPgP-p1CtKw-5NgHry-55umnG-4uUXwN-87xu4A-4Cg2f7-q1xvsz-4s3t9T-eaYcNb-b6moYz-daQtzB) |
| **Image Credit:** | **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit: Throwing paper** [**CC-BY-SA**](https://creativecommons.org/licenses/by-sa/2.0/) **from Flikr; Quiet Edit** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** |
| **Spoken Text:** | **Spoken Text:** There’s a popular saying among writers that writing is rewriting. In this section while we do make a distinction between rewriting and revising, the spirit of the saying is still true--it’s rarely a good idea to lead with your first draft. | **Spoken Text:** When you think of a re-write, think of throwing out what you’ve done and starting again from scratch. When you think of revising, think of making changes or corrections to an already existing draft. In this chapter we focus on making those types of changes by looking at editing as a three-step process. |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 4.**  **THREE STEP REVISION PROCESS** | **Image Description/Drawing: 5. STRUCTURAL EDIT** | **Image Description/Drawing: 6.**  **COPY EDIT** |
| **Image Credit: Create 3 bubbles onscreen for each step. 1= structural edit 2. =copy edit 3. = proofread** | **Image Credit: (in structural edit bubble)** | **Image Credit: (in Copy Edit bubble)** |
| **Spoken Text:** Step one is the structural edit, Step 2 is the copy edit and step three is the proofread | **Spoken Text:** Step one Includes the structural edit, also known as the substantial edit. Here you focus on making sure your ideas make sense and that the order is logical at a paragraph level. | **Spoken Text:** Step two is the copy edit. Here the focus is on the sentence level, ensuring things like subject-verb agreement and correcting any other grammatical or punctuation errors. |
| **Written Text:** | **Written Text: Ideas and logic at the paragraph level** | **Written Text: Correct grammar and errors at the sentence level** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 7.**  **PROOFREAD** | **Image Description/Drawing: 8. COMMON REVISION TOOLS**  [**spell check dictionary**](https://www.flickr.com/photos/theredproject/3968278028/in/photolist-73EsNG-dPcqJ1-5gxrRS-3FgDF5-tNzF5m-cEpbTN-4qksK6-4EK1k1-4pZGVr-uxnuQz-6b6ku9-s3pxXc-6NEuNw-jeNUbx-pafQBx-5MRyHK-axB2m8-e3bqG3-4TEmpX-8yFAPL-7vYN7b-4vbhGm-njFCX-2h7k9B-aktruk-4gEk6j-5PT2gy-6BRCpS-4CfHdn-7BZo1E-c9XwMj-KzfYk-9iQEKy-atomD5-dAAc6X-7wjRjG-5DoRS8-7soktA-8vdbS5-4H3Yzm-51SSwQ-dKr4GZ-4WL4a-6GV69v-4ESycj-4RT2Q7-4vC1oy-5ZiywB-5TZ7zA-C4oMA)  [**Proofers Marks**](https://www.flickr.com/photos/upsidaisium/14765101649/in/photolist-ouK1j6) | **Image Description/Drawing: 9.**  **REVIEW**  [**Reports and letters stack**](https://www.flickr.com/photos/hourann/1748342315/in/photolist-3EuHg2-3EjccZ-7UauCL-5SE1Vi-5Sdx7K-5SE1Xr-5SJDzJ-5SJmho-5SE1ZB-vNjsc-3Ejccc-jRjrdW-7UauHq-5SJmoo-53g72L-53bSb6-3FkuUf-3Ejcdv-3Ejcf6-3Ejceg-3EjcfT-3FkuTQ-9why8Y-3FkuT1-gdVavi-fvS6x1-jRn55Y-jRknGz-jRk9Fp-jRhFm8-jRiFXY-47Sjda-489t2b-489sKf-vNfG6-vNj51-vNfGf-vNfG9-vNfG7-vNfG5-aFmDR8-7ZQZrV-5cZ5nW-gaxmRD-489t2Y-vNfGb-485Dzz-gaxmcc-gdUxpS-gdUMxJ) |
| **Image Credit: (In proofread bubble)** | **Image Credit: Spell check dictionary** [**CC-BY-SA 2.0**](https://creativecommons.org/licenses/by-sa/2.0/) **from Flikr**  **Proofers Marks** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit:** [**CC-BY-SA 2.0**](https://creativecommons.org/licenses/by-sa/2.0/) **from Flikr** |
| **Spoken Text:** Step three is the proofread, which assumes the document is already as correct as can be. During the proofread you ensure things are in their proper places and that any typos or other inaccuracies are corrected. | **Spoken Text:**This section also gives an overview of some of the more common revision tools that seasoned and novice writers alike can easily use to improve their documents. This includes things like, dictionaries, spell checkers, style guides and proofers marks among others. | **Spoken Text:** Once you’ve had the chance to practice your revision skills using the three step process along with the relevant revision tools, you will be well on the way to creating documents that are professional and polished. |
| **Written Text: Correct typos and ensure a polished document** | **Written Text:** | **Written Text:** |
| **Music/Sounds: Bubbles popping closed.** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 10. CLOSING SCREEN** | **Image Description/Drawing: 11.** | **Image Description/Drawing: 12.** |
| **Image Credit:** | **Image Credit:** | **Image Credit:** |
| **Spoken Text:** | **Spoken Text:** | **Spoken Text:** |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

**Revising Workplace Documents Draft Script--Writing Module**

approx run time 2 mins 12 sec

1. TITLE SCREEN

2. OVERVIEW

There’s a popular saying among writers that writing is rewriting. In this section while we do make a distinction between rewriting and revising, the spirit of the saying is still true--it’s rarely a good idea to lead with your first draft.

3. REWRITING VERSUS REVISING

When you think of a re-write, think of throwing out what you’ve done and starting again from scratch. When you think of revising, think of making changes or corrections to an already existing draft. In this chapter we focus on making those types of changes by looking at editing as a three-step process.

4. THREE STEP REVISION PROCESS

Step one is the structural edit, Step 2 is the copy edit and step three is the proofread

5. STRUCTURAL EDIT

Step one Includes the structural edit, also known as the substantial edit. Here you focus on making sure your ideas make sense and that the order is logical at a paragraph level.

6. COPY EDIT

Step two is the copy edit, also known as the line edit. Here the focus is on the sentence level, ensuring things like subject-verb agreement and correcting any other grammatical or punctuation errors.

7.PROOFREAD

Step three is the proofread, which assumes the document is already as correct as can be. During the proofread you ensure things are in their proper places and that any typos or other inaccuracies are corrected.

8.COMMON REVISION TOOLS

This section also gives an overview of some of the more common revision tools that seasoned and novice writers alike can easily use to improve their documents. This includes things like, dictionaries, spell checkers, style guides and proofers marks among others.

9. REVIEW

Once you’ve had the chance to practice your revision skills using the three step process along with the relevant revision tools, you will be well on the way creating documents that are professional and polished.

10. CLOSING SCREEN