

Writing Sample Editing Process

1. View the video at this link. It will suggest how to select a writing sample and pare it down to the size most employees want.

<http://panopto.rwu.edu/Panopto/Pages/Viewer/Default.aspx?id=c9b9a16c-1c2e-4d89-8bb3-bc219964d550>

2. Read the writing sample out loud. It helps to hear how the sentences sound. Read slowly and carefully, noting any changes that need to be made.
3. Read your writing sample once completely through for each of the following common errors and correct:

- a. Comma placement

There is a rule for every comma. Commas cannot be placed wherever you think the reader needs to pause. If you are unsure of the comma rules, all the rules are on my webpage on the RWUSOL website. There are also videos for some of the rules if you prefer.

<http://law.rwu.edu/academics/writing-specialist/writing-tips>

- b. Passive Voice

In almost all writing, prefer active voice. Active voice is stronger and more concise. If you are unsure about active voice and passive voice, you can find a discussion on my webpage on the RWUSOL website with a video if you prefer.

<http://law.rwu.edu/academics/writing-specialist/writing-tips>

- c. Wordiness

Be as concise as possible. If you are unsure about how to eliminate wordiness, you can find a discussion on my webpage on the RWUSOL website with a video if you prefer.

<http://law.rwu.edu/academics/writing-specialist/writing-tips>

d. Plural versus Possessive

Make sure you are not putting apostrophes on plural nouns unless they are showing possession. If you are unsure about plural versus possession, you can find a discussion on my webpage on the RWUSOL website with a video if you prefer.

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e. Pronoun Reference

Make sure you are not using a plural pronoun to refer to a singular noun, as in “The defendant drove their car home.” This sentence should read: “The defendant drove his car home.” If you are unsure about pronoun reference, you can find a discussion on my webpage on the RWUSOL website.

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f. Semicolon Placement

Make sure you are placing the semicolon properly. If you are unsure about how to correctly place a semicolon, you can find a discussion on my webpage on the RWUSOL website with a video if you prefer.

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g. Parallel Grammatical Structure in a List

When using a list of two or more items, make sure the items are in the same grammatical structure. Parallel grammatical structure makes reading a list so much easier. If you are unsure about how to correctly use parallel grammar in a list, you can find a discussion on my webpage on the RWUSOL website.

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