

Rachael Bell

Dr. Dieterle

ENC 6216

26 April 2024

Sample of Comprehensive Edit

This sample was taken from an Editing Professional Writing course I took during my graduate degree program. The question comes from *Technical Editing*. 5th ed written by Rude and Eaton.

Question 2: “Locate a brief document that may benefit from comprehensive editing. This document could be a letter, short instructions, flyer, brochure, announcement, or chapter from a text. Assume that you have been assigned to edit the document. Using the procedure for comprehensive editing your document. If your instructor requests, bring the document to class and share your analysis, evaluation, and objectives with the class.” (Rude and Eaton 217)

For this exercise, I have decided to perform a comprehensive edit of my Cover Memo for my Conference Proposal Draft.

The document’s purpose is to inform the editor about the conference proposal. Where it stands editing wise and what the requirements are for the call for papers from the organization. After evaluating the document, I believe that the organization is okay, and it accomplishes what it should. After rereading I have established that I need to edit for inconsistencies in font and grammar, as well as reorganize the paragraphs.

This is how it looked when I submitted it:

Dear Editor,

I hope this memo finds you well! I have no experience in this area of writing and I am open to all suggestions you have. This draft is not edited. It is the roughest draft I could make, there has been no editing or corrections made. Currently, all I have is the concept for my conference paper.

I am not sure what else to add to this conference proposal. My target audience for this proposal is the *New York Tolkien Conference* Team, specifically their founders Anthony Burdge and Jessica Burke. The point of contact is Christopher Tuthill who will be receiving the proposals. I am including Burdge and Burke because they are editors and publishers, and I believe it is possible that if Mr. Tuthill likes the proposal he will take it to them. This piece must be well polished because of their current positions. Mr. Tuthill is also an associate professor and librarian at Baruch College who is hosting this conference. So, I believe it should be as professional as possible.

Their guidelines for this conference proposal are listed below:

- Presentations on Tolkien and the Inklings, their literary work, or related issues.
- Papers on fantastic fiction—this can include anything from books heavily influenced by Middle-earth to other genres of fantasy. Examples of authors we're interested in include George RR Martin, Octavia Butler, Tad Williams, Ursula K. LeGuin, Gene Wolfe, Susanna Clarke, Terry Pratchett, Tim Powers, J.K. Rowling, and Nnedi Okorafor.
- Fantasy that preceded Tolkien, or presentations dealing with Tolkien's influences.
- Presentations on (or demos of) board and tabletop games dealing with Middle-earth or other fantasy realms.
- Discussions of Tolkien's scholarly work

- If you are wondering whether your topic might fit with the conference, please ask! We are open to different approaches.

I believe my proposal falls in line with their requirements. My ultimate goal is to submit this in April to be considered for presenting at their upcoming conference in June. I am open to all suggestions on what else to add or how to move forward. I am looking forward to working with you. If you have any questions, please feel free to reach out to me on Webcourses. I also have included the CFP link and the New York Tolkien Conference website below.

Website Links:

<https://call-for-papers.sas.upenn.edu/cfp/2024/01/17/new-york-tolkien-conferenceLinks>
to an external site.

<https://nyctolkienconference.wordpress.com/2024/01/11/ny-tolkien-conference-returns-in-2024/Links>
to an external site.

Sincerely,

Rachael Bell

These are the results after performing a comprehensive edit:

Dear Editor,

I hope this memo finds you well! I have no experience in this area of writing, and I am open to any suggestions you have. This draft has not been edited. Currently, all I have is the concept for my conference paper. I am not sure what else to add to this conference proposal.

My target audience for this proposal is the *New York Tolkien Conference* Team, specifically their founders Anthony Burdge and Jessica Burke. The point of contact is Christopher Tuthill who will be receiving the proposals. I am including Burdge and Burke because they are editors and publishers, and I believe it is possible that if Mr. Tuthill likes the proposal, he will take it to them. This piece must be well polished because of their current positions. Mr. Tuthill is also an associate professor and librarian at Baruch College who is hosting this conference. So, I believe it should be as professional as possible.

My goal is to submit this in April to be considered to present my paper at their upcoming conference in June. I am open to all suggestions on what else to add or how to move forward. I am looking forward to working with you. If you have any questions, please feel free to reach out to me on Webcourses. I have also included the CFP link and the *New York Tolkien Conference* website below.

These are the guidelines for the conference proposals/CFP:

- Presentations on Tolkien and the Inklings, their literary work, or related issues.
- Papers on fantastic fiction—this can include anything from books heavily influenced by Middle-earth to other genres of fantasy. Examples of authors we're interested in include George RR Martin, Octavia Butler, Tad Williams, Ursula K. LeGuin, Gene Wolfe, Susanna Clarke, Terry Pratchett, Tim Powers, J.K. Rowling, and Nnedi Okorafor.
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Thanks again for reviewing my conference proposal, I am looking forward to working with you!

Sincerely,

Rachael Bell

I have reorganized this memo by swapping the guidelines and the last paragraph, I feel like it makes the memo flow better. I have also taken out some redundancies and fixed the inconsistencies in the font when it comes to the title of the conference. I also added a thank you to the editor to tie in the closing. I am not sure what else to change, but I am looking forward to reading your responses.

Work Cited

Rude, Carolyn D., and Angela. Eaton. *Technical Editing*. 5th ed., Longman, 2011.