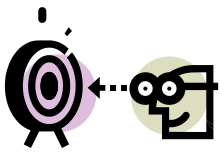


You must start with a positive attitude or you will surely end without one.

Carrie Latet

eBook Objectives



Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this eBook, participants should be able to:

Goals

- Study the *more than one sweep* principle that the best editors use.
- Review what to look for on individual sweeps.
- Practice making one of the editing sweeps.

Benefits

- Better structured and more coherent communications.
 - Less fatigue because of focusing on just one set of concerns at a time.
 - Fewer errors.
 - Less liabilities because of fewer errors.
 - More confidence and professional satisfaction in the communications sent out.
-

Most of our writing time is spent re-writing and editing. All to be sure we have conveyed our message clearly and effectively.

In this eBook, we will explore using **two** editing sweeps or stages, not one.

Resist the temptation to edit for details immediately—check for the larger issues, such as logical order of sections and coherence of paragraphs before proceeding to smaller issues like sentence clarity and word choice.
