

March 25, 2013

[Name of client]
Horn Field Campus
Western Illinois University
Macomb, IL 61455

Dear [Name of client],

I am excited to start editing the Horn Field Campus High Course and Tower Manual for you and your organization. This will be a project for my ENG 483 Professional Editing class with Dr. Bradley Dilger. After meeting with you last week, I feel as though I have a very complete understanding of your needs.

In this letter I explain the editing objectives for the manual, describe your role in the project, and share a tentative schedule.

Objectives

I understand that the manual is important because it explains several safety issues and is used by students who may have never been on a High Course. I also understand students should be able to find the information needed, quickly and easily. Right now, the manual could be better written and contains some errors. It was written over time by several different authors and is not necessarily up to date.

After meeting with you and identifying the major problems with the manual, I have established the following objectives for editing:

1. Make the voice of the entire manual consistent, easy to read, and targeted at the Horn Field Campus audience.
2. Use consistent language and terminology when referring to equipment, procedures, and other technical elements.
3. Position the design elements to make them more appealing, as well as easy to understand.
4. Combine like information when needed, and eliminate repetitive and confusing information.
5. Reference all external documents and parts of the manual correctly.
6. Design the entire document so it can be placed in a three-ring binder.
7. Produce a document that follows University guidelines for logos and colors.

Process

In a preliminary meeting on March 29, you will review the manual with me and point out any information which is inaccurate. I will mark up the manual for correction based on the information you provide.

I will then perform a heavy edit of the entire document. This means that I will be fairly aggressive about editing, in line with our discussion. We agree this is the best way to ensure a high-quality product.

[Student name, address, and phone]

We will meet at least once to review my editing. In this first meeting, I will have at least half of the document edited and hopefully more. I have included a second meeting in the schedule below in case that is necessary.

Tentative Schedule

We agreed that meeting Wednesdays at 1:00 pm to talk about the project was best. You also requested 48 hours to review documents before meetings. I have drafted this schedule with both that and the deadlines for my class in mind.

I will deliver all documents to your office on the Horn Field Campus, using the waterproof dropbox you showed me when I visited you last week.

Activity	Date
Preliminary review of the document completed	March 29
Meet to discuss my questions and mark up inaccurate information	April 1
Deliver first draft of editing	April 8
Meet to discuss first draft of editing	April 10
Deliver second draft of editing (if necessary)	April 22
Meet to discuss second draft of editing (if necessary)	April 24
Final edited product delivered	May 1
Final evaluation due to Dr. Dilger	May 8

Final product

I will deliver the edited manual with a guide to cypemarks and a publication style sheet which you can use for other publications. Questions which I cannot resolve will be indicated.

Although for my assignment it is not necessary for me to “key-in” in the changes of the document on a computer, I would be happy to make those changes for you after the due date of the project.

Horn Field’s Contributions

As we discussed, you will answer questions by email or phone, though you prefer the latter because you are often moving around he Campus.

We will meet in your office, as noted above. You will let me know if any schedule changes are necessary. You will provide direction based on a review of my draft editing.

You will also help me by completing an evaluation of my work, on a form I provide, and returning it to Dr. Dilger by campus mail.

You also agree to allow me to use the manual as a sample of my professional work.

Beginning the project

I am eager to start the editing of the Horn Field Campus High Course and Tower Manual. Please look over this proposal carefully and let me know if you have questions or if any revisions are necessary. If necessary, I will gladly meet with you to discuss the project.

If you feel I have covered all areas you believe are important to the success of this project, I will begin work as soon as you approve this proposal by emailing me a brief authorization to begin work.

I look forward to meeting with you and helping improve Horn Field Campus publications. Please contact me any time.

Sincerely,

[signed]

[Student name]

[Student email]

[Student phone]