

Vulture portfolio assignment

ENG 515, Fall 2016, Purdue University, Bradley Dilger ~ dtext.org/f16/515

Summary: With your classmates, build a pool of documents which need editing. Select five pieces to edit. Edit the documents and collect the edited work in a portfolio, including style sheets and other workfiles editors commonly produce.



Milestones & schedule

Milestone	Description	Points	Due
Found pieces	Submit at least two found documents for editing.	25	9/06
Draft batch one	A draft: submit at least one document you've edited.	25	9/13
Draft batch two	Another draft: submit at least two more documents, including one longer document, with accompanying materials (style sheets, editing notes, etc).	50	9/22
Final	A portfolio of five edited documents, including all draft edits.	150	10/04

Found pieces

Find and submit at least two documents. One should be a short text (less than three pages) produced by a campus or community organization. For the other(s), anything is fair game—signage, church bulletins, take-out menus—whatever you come across in your daily life (though you may *not* use documents we edit in class). If you run across longer texts, share those too.

We will narrow down the pool of submitted documents to about 20 which I will make available online. You will select five of these documents for your portfolio. Plan for one heavy, two medium, and two light edits. (Obviously, this will influence your decision about which documents you should find and submit!)

Draft batch one

Edit and submit at least one document. Work from a copy and/or edit using a pencil so you can revisit your editing if needed. Don't kill yourself making formal style sheets or editorial queries—focus on selecting and maintaining one level of edit, editing accurately, and using neat, standard copyeditors' marks. If you are unsure about your editing, attach a list of questions to guide my commentary.

Presentation isn't critical for this first batch. Having said that, please paper-clip edit-pieces with multiple pages, and if you turn in more than one document, make sure I can tell them apart. Use a post-it note or other means to put your name, date, etc. on the edit-pieces.

Draft batch two

Edit and submit at least two additional documents. At least one document should be a longer piece with an accompanying editorial style sheet. Ideally, in batch two, you'll submit enough documents to have at least four documents in total under my review.

As you select documents for your second batch, ensure you have a diversity of length and formats—or you will have to redo some editing to meet the assignment criteria.

Final portfolio

Redo any editing which you feel was not up to standards and/or which I flagged in my reviews. Submit five documents, placing your collected, edited documents in a folder with an annotated table of contents. Include style sheets and/or edit decision tracking documents of some kind for each document. **Include all previous drafts.** Please don't bind your work in a manner which makes it difficult to annotate (e.g. no plastic sleeves). Strive for a professional appearance—as if you were delivering materials to a paying client.

The first page of your portfolio should be an annotated table of contents which identifies your edit-pieces and the levels of edit applied, followed by one or two paragraphs describing the issues you focused on, and your reasons for selecting the relevant levels of edit.

Quality editing

Lean on our texts and class discussions in order to perform the highest quality editing possible. You are learning, so be patient—it's okay to be slow.

- ✓ Before you begin to edit, read each piece carefully, and consider its strengths and weaknesses. Which levels of edit seem reasonable? What problems or weaknesses seem most pressing?
- ✓ If you select documents which are difficult to mark up legibly, use techniques which ensure your edits can be easily read—transcribe the copy and print a double-spaced version, use a breakout or bubble technique, enlarge the document using a photocopier, or all of the above.
- ✓ Do it right! When editing, use a pencil. Use standard editors' marks, and follow the editorial practices we discuss in class—be neat, polite, systematic, and methodical. (And slow.)
- ✓ Unless you have very good reason, refer questions about editorial style to *The Chicago Manual of Style*. If your editing raises questions which cannot be answered by our texts, visit the library or my office hours to consult another reference (such as *Garner's Dictionary of American Usage*).
- ✓ As you edit, especially when writing editorial queries, do your best to conceptualize writers fairly. As Saller says, they are neither stupid nor your enemies! Turn to *SC* for help.
- ✓ Style sheets should be included for every document in your final portfolio. Use these materials to ensure consistent editing and decision-making.

Assessment

Drafts will be assessed on the completeness and evidence of effort—are you following the assignment requirements? Is it clear you are working carefully and thoughtfully? For each draft, I will assign a letter grade and indicate the grade I would expect to give if the work was your final product.

The final portfolio should have:

- 1) Good diversity of documents selected: a variety of form, content, length, style, and quality.
- 2) Strong match between levels of edit claimed and performed.
- 3) Accuracy in editing: few or no introduced errors; style and content altered only when necessary.
- 4) Most appropriate corrections made.
- 5) Neat and standard editing, using standard copyeditors' marks.
- 6) Appropriate, well-written, rhetorically sensitive editorial queries.
- 7) Style sheets and other materials which document editorial decision-making.
- 8) A professional appearance, with a table of contents guiding my reading and evaluation.