

Editing Samples

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SAMPLE

## EDITING SAMPLES

### MEDICAL CASE STUDY ASSIGNMENT: BY NON-NATIVE ENGLISH STUDENT

*Context: This and the following extract entailed editing of assignments in order to assist a student with their postgraduate medical studies (April 2008).*

It is important ~~that for~~ the surgical team ~~is to be aware and~~ prepared ~~if when~~ a patient ~~is~~ suspected ~~to have of~~ having malignant hyperthermia. In ~~most of the~~ the majority of ~~articles sources that I used as~~ ~~reference~~referenced for the purpose of this case study, ~~they advise~~it is advised that the patient suspected of malignant hyperthermia ~~should~~ undergo a diagnostic test. The standardised and accepted test ~~to be done to~~ ~~confirm~~for confirming malignant hyperthermia is a muscle biopsy (Caffeine-halothane contracture test) (Dixon, 2004:26). Communications with an experienced anaesthetist ~~in my work place pointed out~~indicated that, ~~there are~~in Australia, only ~~3~~three institutions ~~where offer~~ this particular procedure ~~could be done~~. The patient would ~~predominantly~~ be sent to another city for this test, which ~~will is be~~ a costly and time-consuming ~~scenario~~ ([Name], [Name] Private Hospital, 19<sup>th</sup> March, 2008, pers. comm.).

According to Rothrock (1999:112) the PNSA should identify anxiety and determine the contributing factors. Mrs Carroll-Smith ~~had~~ experienced stress, ~~and again shows symptoms of stress~~ relating to ~~what happen~~ ~~with problems during~~ her during previous surgery and the fact that she lost her brother in an anaesthetic death. The PNSA should evaluate the patient's coping status and ~~also her level of~~ home support ~~for when she~~ ~~is once~~ discharged. Together, they should ~~work out~~determine problem-solving strategies based on ~~her the~~ ~~patient's~~ abilities, strength, and home/medical support system (Rothrock, 1999:112).

...

This is ~~the an~~ area where the PNSA could make a ~~big significant, positive~~ difference ~~for in terms of~~ the patient's anxiety levels. Getting to know the patient and ~~build~~ a trusting relationship before and after surgery will ~~provide ensure~~ ~~continues~~continuous patient care.

## MEDICAL LITERATURE REVIEW ASSIGNMENT: BY NON-NATIVE ENGLISH STUDENT

Hübner et al. (2007:3) stated that, in ~~a~~ previous research ~~between-comparing~~ EBVS (10mm) and UACS (10mm), ~~results~~ indicated ~~s~~ a reduced dissection time when the EBVS was used during laparoscopic colectomies. In their research article, a comparison between the 5mm ~~EBVS~~ and ~~the~~ 10mm EBVS, ~~they~~ found that the 5mm EBVS device could be used in more steps during ~~the~~ surgery. ~~During the use~~ Use of the 10mm EBVS ~~they experience the need to~~ required more frequent use of the monopolar scissor ~~more-often~~. This also led to two electro-surgery complications during the 10-mm EBVS patient group. In other words, the 5mm EBVS indicates less instruments changes, ~~less-fewer~~ risks and ~~less-a reduced~~ operation time.

Hübner et al. (2007:3) ~~mentioned in their article that~~ reference ~~pervious~~ previous studies ~~stated that~~ indicating that during laparoscopic colorectal surgeries, less blood loss was reported when a UACS was used instead of monopolar electro-surgery.

...

~~Hübner et al. (2007:3)~~ They stated that with the use of the 5mm EBVS ~~during laparoscopic colorectal surgeries~~, less bleeding episodes ~~was-were~~ experienced than ~~when with~~ the 10mm EBVS ~~during laparoscopic colorectal surgeries~~. They indicate that this might be ~~because the result~~ of finer dissection with the smaller device.

~~After the~~ On completion of this literature study, I ~~am more aware~~ have a higher level of awareness ~~of~~ regarding risk ~~during~~ involved in the use of electro-surgery. Thermal injury to tissue is not always obvious, as Harrel et al. (1998:1194) stated in their research article. In future practice, I will definitely not let unexplainable interference on ~~the~~ video monitor, or power loss to ~~the~~ tip of ~~the~~ electrode, ~~goes~~ unnoticed. Harrel et al. (1998:1200) warned that ~~these occurrences encompass~~ the only indication that thermal injury may have occurred during a laparoscopy. Devices used for hemostasis will be thoroughly checked and ~~touched~~ investigated ~~for to~~ identify any damage to insulation ~~in order~~ to prevent thermal injury to insulation failure. Electro-surgery devices will be used with care and with proper surgical technique under direct supervision of the surgeon. I am also more aware of the ~~abilities~~ functionalities and usability of electro-surgery devices.

## MEDICAL JOURNAL EDITING

*Context: This extract entailed editing of journal articles to be published in a Papua New Guinea medical journal (October 2009); included in-text reference and reference list editing.*

*Table 2* shows various point estimates of infant mortality, expectation of life, and national population since 1946. If mortality decline is measured in terms of infant mortality—the most accessible indicator in field surveys—then mortality declined rapidly from approximately 250 deaths per 1000 live births in the mid-1940s to approximately 57 deaths per 1000 in 2007 (DHS). Over the same period ~~the expectation of years of life~~ life expectancy at birth increased from about 31 years for males and 32 years for females in 1946 to about 60 and 64 years respectively in 2006. The table also indicates an early period of rapid decline, then of slowing of the decline and an increase in infant mortality during the 1980s, followed by a resumption of the decline. The two divergent estimates of mortality based on analysis of the 1971 census indicate how the use of different models can affect final conclusions.

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Comment [MSOffice3]: which are these?

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*Figure 1* is a graphical representation from the World Bank of retrospective infant mortality calculated from birth histories taken between 1971 and 2000 (4). The trend line was used for the World Development Index. A similar graph is available for under-five mortality. Estimates from the 1971, 1980 and 2000 national censuses and the 1991 DHS were based on indirect methods. Estimates based on both direct and indirect methods were calculated from the 1996 DHS. Although the graph does show two phases of decline in infant mortality, the difference is not nearly as dramatic as indicated by *Table 1*. Estimates from the 1980 census are shown to lie well below the trend line; data from the 1990 census have been omitted altogether. Estimates from the 2006 DHS (*Table 1*) confirm the trend line (5).

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## WEB COPY

### By outsourcing to [Company] you can:

- » Increase customer satisfaction **through reduced turnover time and increased accuracy**
- » Reduce operating costs **through our value-driven operating systems**
- » Improve efficiency **through our state-of-the art processes and systems**
- » Enhance tactical and strategic advantages **via our strategically targeted offerings**
- » Avoid capital expenditure **due to our understanding of your business needs**
- » Reduce overheads; free up resources—**let us do the work**
- » Easily access [Company]' sites in Australia, Fiji Islands and New Zealand
- » Leverage [Company]' extensive investments in technology, methodologies and people

[Company] has deployed a leadership team with diverse skills across Australia, New Zealand and Fiji. With decades of combined experience in their respective disciplines, [Company] is well positioned to leverage its Near-Shore model ~~to-for~~ the benefit of ~~its-our~~ **customers-clients** and employees.

.....

### **[Name] [Surname]** **Chief Operating Officer**

[Company] **initially recruited** [Name] ~~After being recruited~~ from a global outsource call ~~center~~**centre organization-organisation** in Asia, ~~[Name] was initially engaged by~~ [Company] to **run-manage** its Fijian operations. [Name] quickly demonstrated ~~that he was capable of~~ **his capability in managing-leading** multiple sites, **leading to his promotion** ~~and was promoted~~ to Chief Operating Officer in February 2006.

With operational leadership responsibility across Australia, Fiji and New Zealand, ~~;~~ [Name] has overseen [Company]' expansion, growing group revenue by over 300% **within 3-three** years.

[Name]'s **experience includes** ~~has~~ 13 years ~~experience~~ in operational leadership across a variety of sectors, including telecommunications, financial services, government and ~~-fast moving~~ consumer goods in the outsourced call ~~center~~**centre** environment—~~;~~ working directly with several of the top Fortune 500 business houses during his tenure.

~~With-The~~ multi-~~-~~jurisdictional, cross-~~-~~border experience ~~he~~ gained ~~from working~~ in the United States, India, Costa Rica and Pakistan ~~before offered~~ [Name] **a wealth of expertise with which to manage the** opening of [Company]' ~~n~~**Near s**Shore sites in Fiji and New Zealand. ~~;~~ [Name] is responsible for over 2.5 million minutes of telephone transactions per month ~~and for~~**while** maintaining world-class quality standards. [Name] continues to lead the way in achieving [Company]' Vision of being the Outsourcer of Choice.

## PSYCHOLOGICAL ASSESSMENT REPORT 1: BY NON-NATIVE ENGLISH AUTHOR

*Context: This was a report written in Korea and translated by an interpreter in the course of assessing a candidate for a high-profile finance role in Australia. This client specialises in assessing and developing individuals for organisations in various sectors globally.*

### [Competency]: Summary

Overall, [Participant] was focused on achieving success ~~by~~ through driving outcomes-based strategy. [Participant]'s approach to projects appeared to be pragmatic, and involved: ~~Speaking up,~~ organising and planning ahead, talking through issues, ~~taking the lead and pragmatic fashion,~~ giving direction ~~in the organized ways are the characteristics of his style with which he carries out projects.~~ This ~~would be~~ is an area where [Participant] ~~he~~ will develop further ~~with his~~ through experience. ~~His~~ He demonstrated maturity in recognising the importance of developing ~~view of interpersonal relationships in building his career, and acknowledged the -seems mature in that he knows the importance of building trust through building truth~~ an open and honest approach in ~~in handling conflict with his men for the success in his career.~~ He presented as being committed to developing his ~~competency in his capability in terms of management and leadership. He needs to give more~~ [Participant] would benefit from giving greater attention to ~~details in the the intricacies of group dynamics which can be overlooked by an outcomes-oriented person.~~

### [Competency]: Summary

Overall, [Participant]'s approach to building capability focused on ~~n adopted the posture encouraging a 'high performance culture' "High Performance culture"~~ aligned ~~to with~~ the Firm's objectives, ~~particularly in the aspects associated with terms of profit returns ROI and morale among the employees.~~ In the ~~Role-Play~~ he focused on securing ~~the staff's~~ his subordinate's commitment. ~~He and developed demonstrated persuading persuasive coaching skills, providing and provided encouraging, non-judgmental feedback to facilitate optimum performance in the company.~~ He ~~also didn't forget to further complimented Ash~~ his subordinate's ~~rewarding positive past performance. However, he may need a sophisticated~~ [Participant] would benefit from further developing his coaching ~~skill and and leadership skills to enable him to deal with a range of staff concernstoward delicate matters.~~

## PSYCHOLOGICAL ASSESSMENT REPORT 2: FORMAL

*Context: This was a report written by an organisational psychologist assessing a candidate for promotion to Partner within an accounting firm.*

- In the Presentation Exercise, [candidate] demonstrated an excellent range of the **core** behaviours ~~of for~~ this competency. [Candidate] presented as a capable professional, ~~stating clearly~~ **the delineating his** area of **specialty within** [FIRM] ~~in which he worked~~. He built credibility, particularly by effectively linking ~~the services of~~ [FIRM]'s **service offerings with to** the client organisation's needs, maintaining his objectivity when challenged about the Firm's competitors, and recognising when he would need to bring in other experts from the Firm to assist the client. He verified the credentials of these experts, saying 'These are people I've worked with for a long time', and indicated the internationally recognised profiles of some of the Firm's people. In addition, [candidate] drew parallels between the Firm and **the** client organisation's experiences. For example, he commented that 'We've just diversified' after suggesting this could be a strategy for the client organisation. [candidate] referenced a wide range of issues facing the client organisation, such as ~~the market competitiveness, of the market,~~ employment trends and technology, and then ~~made emphasised the significance of~~ these trends ~~significant~~ by citing a current example ~~of~~ ABC Learning's demise ~~as a means of drawing the client's attention to the importance of trends~~. When questioned about the Firm's differentiators, he showed a sound understanding of relationship building by offering ~~for that~~ the Firm ~~to work in partnership with the client to demonstrate their capability and build trust so that they could partner with the client in the long term~~. [candidate] was specific in terms of addressing questions asked by the audience. For example, when asked ~~for reference sites to cite references~~, he explained the work the Firm had performed for ~~Telstra and Fosters and another organisation~~ **three major organisations**, building respect by saying he would not name ~~the~~ last organisation until he had approval from that organisation to do so. [Candidate] could benefit from providing a quantitative analysis of the client's state of the business to form a common base of understanding with the client, and by handing out his business card when meeting a new client.
- [Candidate]'s responses to the personality questionnaire indicate that ~~Candidate has an orientation towards the behaviours associated with this competency that was typical of his peers. Although Candidate~~ he would rather spend ~~more~~ time alone than in the company ~~of of lots of people~~ others. ~~Despite this~~, he comes across as lively and talkative ~~when he does find himself within group situations~~ others. When meeting strangers for the first time or addressing groups, he is likely to be as comfortable as most of his peers. Although he ~~definitely prefers his own company to that of others and~~ will generally be rather distant from others, he particularly enjoys trying to understand their behaviour and reactions. This suggests that he may be quite astute and perceptive about people's motives and behaviours, but will probably prefer to observe this from a distance. **His outgoing nature and keen observation of others is likely to assist him in building relationships.** There may be a link between his ~~liking to remain fairly private and separate from others~~ **preference for privacy** and his reported feeling that people are generally rather untrustworthy. ~~Hence, his outgoing nature and keen observation of others is likely to assist him in building relationships.~~

## TRAINING MATERIAL EDITED FOR NON-NATIVE ENGLISH SPEAKERS

*Context: This piece entailed editing (and overhauling the format of) training materials aimed at training Samoan officials in conducting development centres for law enforcement staff. This client specialises in psychological assessment, development and training. The audience uses, in some cases, Pigeon English.*

### Assembly

~~It is recommended that~~ Try to do the interview ~~first, be conducted~~ before the case study.

### Overview

~~Provide the candidate with a short verbal overview~~ Tell the participant what is about to happen, for example:

'We will now ~~proceed with~~ have the interview ~~component-part~~ of the assessment- ~~centre~~ process. During the interview, you will be asked to ~~provide-give~~ examples of when you have ~~demonstrated shown~~ certain capabilities.'

### Conducting the Interview

~~Verbally pose~~ Ask the participant one question per capability ~~to the candidate~~. This guide has ~~Q~~ questions for each level ~~are provided in the following sections of this guide~~. These questions are specifically designed to seek information relevant to the capabilities. The probing questions (~~questions to find out more information~~) are only ~~required-needed~~ if ~~this~~ information you need is not mentioned by the participant when they ~~are providing~~ give their example.

~~Make detailed~~ Write down word-for-word what the participant says (make verbatim notes) on the interview response pro-forma. You can use short forms of words as long as you can read and understand what you have written down ~~as the candidate verbally responds~~.

Some candidates will provide a lot of evidence from just one question. If the ~~candidate~~ participant does not provide ~~sufficient-enough~~ evidence, ask a second question.

For each question, note the **situation, action** and **result** for the example given.