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# Florida Realtors: Editing and Revising Your Course

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## **Please Note:**

This presentation will be  
available at  
[www.writingrealestate.com  
/floridarealtors](http://www.writingrealestate.com/floridarealtors)

If you like taking notes, feel free.

If you don't, you can always find  
it there for your review.

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# Overview

## Using Track Changes in Word Editing and Revision Tools

- Review Tab
- Spelling and Grammar

## Updating Information

Link Review, Updated Stats

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# What kinds of changes should be made in your editing/revision?

## In-Text Edits/Revisions

- Informational updates
  - Stats, Data
- Policy or factual changes
  - Legal or Contractual
- Charts and Graphs
- Images
- Names
- Corrections to spelling, grammar, punctuation

## External Changes

- Links to URLs
    - Broken Links
    - Updated Links
  - PDFs or Supplemental Information Links
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# Track Changes in MS Word

## Advantages

- Allows you to make changes that can subsequently be reviewed and either accepted or rejected.
  - Allows commenting, suggestions, and collaboration between you and Maureen during the revision process.
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# Track Changes in MS Word



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# Editing

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# What to check when editing:

## Spelling

Use Spell Check to find basic errors in spelling.

Remember: Spell Check won't help with context errors. It will only help with "words" that are completely misspelled.

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# What to check when editing:

## Spelling

For example: “How do I love thee? Let me *cuont* the ways.”

Spell Check will catch this misspelling of *count* as *cuont* because *cuont* is not a recognizable word.

If instead I wrote, “Let me *court* the ways,” Spell Check would ignore this because “*court*” is a recognizable word.

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# What to check when editing:

## Grammar and Punctuation

Grammar Check can help identify errors in grammar and syntax e.g. sentence fragments, run-on sentences, passive voice, verb tense and conjugation errors, etc.

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# What to check when editing:

## Sentence Fragments

A sentence fragment occurs when a sentence is incomplete. For example:

*When you finally arrive.*

*Those wishing to attend.*

*If she can consolidate.*

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# What to check when editing:

## Run-on Sentences

A run-on sentence occurs when two or more complete sentences are fused together.

For example:

The manager chose the employee of the month he is a reliable fellow.

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# What to check when editing:

## Run-on Sentences

To correct, do one of the following:

The manager chose the employee of the month; he is a reliable fellow.

The manager chose the employee of the month. He is a reliable fellow.

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# What to check when editing:

## Passive Voice

Passive Voice occurs when you put the object of a sentence in the role of the subject.

Ex: The clock was wound by the butler.

Correction: The butler wound the clock.

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# What to check when editing:

## Verb Tense and Conjugation

Errors in verb tense can occur in a number of ways. They can involve errors in time, number, or meaning.

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# What to check when editing:

## Verb Tense and Conjugation

Errors in time occur when the verb tense does not match the stated time.

Example: He goes to the store yesterday.

They told me she *was* going to arrive tomorrow.

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# What to check when editing:

## Verb Tense and Conjugation

Errors in number occur when there is a disconnect between the number of subjects and the action that is occurring.

Ex: The girls in my sorority *is* planning a party.

Jeffrey, along with his sister, *is* attending, too.

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# What to check when editing:

## Verb Tense and Conjugation

Errors in meaning can occur when there is a mistake in the word choice or syntax that results in an error.

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# What to check when editing:

## Verb Tense and Conjugation

1. We *can't hardly* wait until the fair comes to town every year.
  2. I *was suppose* to finish the project on Friday, but I did not.
  3. Steve *use* to chair the finance committee, but now Helen is in charge.
  4. Mary told her boss, Harry, that she was sick, but he acted as though he *could care less* and gave her more work to do.
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**For additional proofreading help:**

<https://www.inklyo.com/ultimate-proofreading-checklist/>

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# Revision

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# Additional Elements for Revision

## Updated Information

If it has been **two years or more** since background information, an attachment, a supplemental link, a statistic, or another element outside of your own personal insight has been updated, you need to review and updated with current source material.

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# Additional Elements for Revision

## Updated Information

<https://www.nar.realtor/research-and-statistics/quick-real-estate-statistics>

Or Google

NAR real estate statistics 2018

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# Additional Elements for Revision

## Updated Information

That NAR page includes a section titled “Other Recommended Sources for Data on Real Estate” which is full of great resources. Check it out.

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# Additional Elements for Revision

## Broken Links

Click on each link in your presentation to ensure it is an up-to-date link. If not, either search for the new link from that same source or search for a new source and link to it.

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# Activity

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# Best Practices

1. Remember attributions! Give credit where it is due for outside source material, graphs, charts, and images.
  2. When you are presenting, take note of questions, corrections, and problem areas in your presentation. Use these to improve, edit, and revise throughout the year.
  3. If in doubt, feel free to check in with me at [christy@writingrealestate.com](mailto:christy@writingrealestate.com) or Maureen at [maureenf@floridarealtors.org](mailto:maureenf@floridarealtors.org).
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