



COPYEDITING FICTION 101

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COURSE OUTLINE

Lesson 1

- First Things First
- What Is Copyediting?
- What Copyediting Is Not
- Levels of Copyediting
- Guidebooks
- The Editorial Process
- Introduction to Microsoft Word

Lesson 2

- First Things First
- Style Sheets
- Instructional Flyers
- Editing for Clarity, Consistency, and Pacing
- Points of View
- Elements of Chapter 1
- Hooks and Cliff-hangers
- Exposition

Lesson 3

- First Things First
- Learn to Read Sloooooooow
- Paragraph and Sentence Structure
- Capitalization
- Punctuation
- Plurals and Possessives
- Parts of Speech
- Exceptions
- Font Attributes

Lesson 4

- First Things First
- Thoughts
- Dialogue
- Profanity
- Breaks
- Showing vs. Telling

- Descriptions
- Author Voice and Tone
- Editing for Strong Writing