

A Hands-On Guide to Editing Worksheet

This is the worksheet for April's seminar, which you can find in video, audio and transcript forms at: www.writershuddle.com/seminars/apr2013.

How to Use This Worksheet

You can either use the worksheet before listening to the seminar, or afterwards. Either way, look out for words, sentences or paragraphs that you would change.

Editing Your Work (or Someone Else's)

When editing, look out for **the basics**:

- Is it **correct**? Misspellings, grammatical mistakes and punctuation errors create a poor impression – and may even change your meaning.
- Is it **consistent**? If you decide to capitalise a word like "Government", do so throughout the piece: don't chop and change.
- Is it **clear**? Rewrite any ambiguous or confusing sentences.

You'll also want to consider **content, structure** and **tone**. Think about:

- The **audience**. Are they young or old? How educated are they?
- The **purpose**. Is the piece designed to persuade, inform or entertain?

Exercise

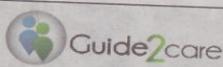
Read through this newspaper advertisement for Meadow View Nursing Home (from the Oxford Star, a free local paper). What would you edit?

Tip: You might find it easiest to print out the piece and annotate it. I've provided a scan of the original as well as a typed transcript, for ease of reading.

The Original

oxfordmail.co.uk

OXFORD STAR, Thursday, April 12, 2012 15



Meadow View Nursing Home

For the Extra Care You Deserve

Home

Set in four acres of grounds and backing on to open countryside. Meadow View Nursing Home is situated in the peaceful village of Standlake, about four and a half miles from WITNEY in Oxfordshire.

The property has been professionally extended and incorporates latest Health Authority recommendations. Nearly all rooms are on the ground floor, some having their own access to the grounds.

Our Nursing care is of the highest standard with qualified staff on duty 24hrs a day. The skilled staff have been chosen for their dedication and friendliness.

About us

Meadowview Nursing Home is owned by Mr. Farhad Pardhan who is in day-to-day control of the business. He is also the proprietor of riverside nursing home.

The day-to-day management of the home is carried out by the Matron/Manager, Caroline Schofield who is a Registered Nurse and is responsible for the care provided to the residents.

Accommodation

The home is fully carpeted throughout, decorated and furnished



Situated in the peaceful village of Standlake, about four and half miles from Witney in Oxfordshire, Meadowview Nursing Home is set in gardens and grounds amounting to approximately 4.5 acres, backing onto open countryside.

The Nursing Home can accommodate ~ residents. Most of the rooms are situated on the ground floor and are predominately singles. There are double rooms available for couples if desired. Most of the single rooms also have their own access to the Nursing Home grounds. Each bedroom has its own 'Nurse Call' system, smoke detectors, television point and provision for personal telephone if required. There is a lift capable of carrying a wheelchair and an attendant.

You may bring your own possessions and furniture if you so wish.

Unless there are overriding medical objections your room will be a lockable room and you will be given the key to your room on admission. This specialised lock would prevent other residents from entering the room. Screening and curtains are provided in shared rooms to protect privacy and dignity.

The home caters for those who no longer wish or are no longer able to live alone due to increasing frailty, illness or disability.

Meadowview has a team of qualified, friendly staff dedicated to providing nursing care 24 hours a day. So residents need not fear that they would have to leave the home if they became ill. Health care Assistants work alongside the qualified staff to provide you with all the care you need. All staff are committed to providing the highest standard of care.

We have a maintenance person, a Housekeeper and domestic help to ensure the home is maintained and kept spotlessly clean.

to a high standard. Each bedroom has its own 'Nurse Call' system, smoke detectors, television point and provisions for personal telephone if required. There is a lift capable of carrying a wheelchair and an attendant. Special 'Parker Baths' are installed. Residents are welcome to bring their own furniture and effects if they wish.

Our Services

Meadow View Nursing Home provides specialised care for the people and support for their families at a time when their previously maintained physical health is no longer responsive to curative treatment and life expectancy is reduced.

Our aim is to help residents achieve and maintain their maximum potential. Physically, psychologically, socially and spiritually throughout the last stages of their lives.

Activities

A full programme of activities is carried out within the home tailored to the wishes of the residents.

These include - games, musical movement, trips, & inhouse musical entertainment.

Individual needs can be catered for on a more one to one basis. Regular church services take place within the home held by the local minister.

Contact Us

48 Rack End,
Standlake, Witney, OX29 7SB
Tel/Fax: 01865 300205
Email: farhadpardhan@aol.com
Web: www.meadowviewnursinghome.co.uk



The Transcript

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