

# COMM 2032 PROFESSIONAL WRITING AND EDITING

**Credit Points** 10

**Legacy Code** 101929

**Coordinator** Myra Gurney ([https://directory.westernsydney.edu.au/search/name/Myra Gurney/](https://directory.westernsydney.edu.au/search/name/Myra%20Gurney/))

**Description** Professional communicators require advanced writing and editing skills. This unit explores the nature of writing and preparation of texts for use across different media platforms and in various contexts. In particular, the unit develops skills in editing and re-purposing of writing, and further develops understanding of key writing tools such as voice, emphasis, tone, grammar and punctuation and Plain English for professional purposes. Through in-class workshops and time-restricted editing tasks, students will demonstrate a range of professional writing skills from corporate communications to advanced editing. Through in class presentations, discussions and short written tasks, students will demonstrate an applied understanding of conceptual and theoretical issues related to writing and editing for diverse audiences and applied to a range of current issues.

**School** Humanities & Comm Arts

**Discipline** Communication and Media Studies, Not Elsewhere Classified.

**Student Contribution Band** HECS Band 4 10cp

Check your HECS Band contribution amount via the Fees ([https://www.westernsydney.edu.au/currentstudents/current\\_students/fees/](https://www.westernsydney.edu.au/currentstudents/current_students/fees/)) page.

**Level** Undergraduate Level 2 subject

**Equivalent Subjects** LGYA 0221 - Convergence and New Media COMM 2012 - Convergence and New Media COMM 2025 - New Media Contexts COMM 2026 - New Media Contexts (UWSC)

**Restrictions** Successful completion of 80 credit points at Level 1.

## Learning Outcomes

On successful completion of this subject, students should be able to:

1. Apply theories of writing
2. Re-purpose information for a variety of media platforms
3. Identify and remediate instances of faulty writing
4. Use voice, coherence, emphasis, concision and Plain English appropriately
5. Use basic English grammar and punctuation effectively
6. Edit texts for length, audience, medium and purpose
7. Use professional layout, design and visuals/charts to enhance readability and professional presentation.

## Subject Content

- The Topics include theoretical Background on The processing and function of language for rhetorical purposes, The nature of audience and The Importance of layout and Visual composition to reading and interpreting text.

- It will also include The function of professional Communications, editing texts for multi-platform delivery, editing and re-purposing of writing and key professional writing tools such as voice, emphasis, tone, Grammar and punctuation and The style of plain English for professional purposes.

- The principles are then applied through A variety of in-class and other writing tasks designed to demonstrate An advanced Understanding of professional writing styles.

## Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Item	Length	Percent	Threshold	Individual/ Group Task
Presentation	5 minutes	10	N	Individual
Report	Part 1: 1,200 words (15%), Part 2: 1,800 words (25%)	40	N	Individual
Portfolio	2,400 words	30	N	Individual
Quiz	15 minutes (per Quiz), 15 minutes (per practical)	20	N	Individual

Teaching Periods

## Spring Penrith (Kingswood)

**Day**

**Subject Contact** Myra Gurney ([https://directory.westernsydney.edu.au/search/name/Myra Gurney/](https://directory.westernsydney.edu.au/search/name/Myra%20Gurney/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=COMM2032\\_22-SPR\\_KW\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=COMM2032_22-SPR_KW_D#subjects))

## Online

**Online**

**Subject Contact** Myra Gurney ([https://directory.westernsydney.edu.au/search/name/Myra Gurney/](https://directory.westernsydney.edu.au/search/name/Myra%20Gurney/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=COMM2032\\_22-SPR\\_ON\\_O#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=COMM2032_22-SPR_ON_O#subjects))

## Parramatta - Victoria Rd

**Day**

**Subject Contact** Myra Gurney ([https://directory.westernsydney.edu.au/search/name/Myra Gurney/](https://directory.westernsydney.edu.au/search/name/Myra%20Gurney/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=COMM2032\\_22-SPR\\_PS\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=COMM2032_22-SPR_PS_D#subjects))

## Sydney City Campus - Term 3

### Sydney City

**Day**

**Subject Contact** Ming Diao ([https://directory.westernsydney.edu.au/search/name/Ming Diao/](https://directory.westernsydney.edu.au/search/name/Ming%20Diao/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=COMM2032\\_22-SC3\\_SC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=COMM2032_22-SC3_SC_D#subjects))