

The Editing Project Worksheet

THE COMMUNICATORS

Who are the originator and owner of the document, and what are their purposes?

- The originator and owner of this document is the DFW division of the Bigtown Housing Authority. Their purpose is to provide a set of clear and accurate rules and standards of living that provide their property and tenants safety and regulation.

Who are the content developers (e.g., writers, editors, illustrators), and what are their responsibilities and authority?

- The content developers would be the writers/editors that the BHA would hire for their documents. Their responsibility is to create a clear, ethical, and defined document that is understood in a universal tone for a diverse group of people who would interact with their content. Their authority is to

As an editor, what are your goals, responsibility, and authority?

- As an editor, my goal is to enhance this document to provide clarity and understanding to a wide range of people. My responsibility is to make sure this document remains ethical and precise to the BHA's wants and needs. My authority is to provide clear information that avoids any misunderstandings, interpretations, or uncertainty of this document.

Who are the other people in the communication chain?

- Other people in the communication chain will be the BHA board, staff members that are involved in the regulations and guidelines of the document rules, and possibly residents if the BHA allows.

THE AUDIENCES

Who are the audiences of this document?

- The audience of this document is projected to a wide range of diverse people with individual circumstances. Therefore, the tone, clarity, and information included within this document need to be conveyed in a universal tone and hold clear information.

What information do they already have, and what do they still need or want about the topic?

- The document provides a basic understanding of the rules and standards of living of the apartments. However, they should clarify specific terms and phrases that could be common knowledge, but again, with the diverse audience, it would be better to clarify them to avoid any confusion. For example, "good neighbor" is too broad and should be backed up with either a description of what makes someone a good neighbor or what doesn't make someone a good neighbor.

What expectations and preferences do they have for the document?

- The audience will want quick, clear, and easily located information and answers about the standards of living at these apartments.

Where and how will they use the document?

- With the numerous potential audiences, this document will be used in a variety of ways. The BHA will use it as security for their standards. Future tenants will pay close attention to each section before making a decision on living there. Present tenants will probably never look at it again after the first read or use it when trouble hits and need quick answers. The possibilities are endless, but this document's common use is to provide clear and easily accessible information.

THE CONTEXTS

What is the document's relation to other documents?

- This document is a small section in relation to the larger handbook from the BHA. In relation to other apartment handbook documents, it's fairly similar in the standards and regulations that they require and present to future and current tenants.

What legal and ethical issues must be considered?

- This document must take into consideration cultural competence. The audience of this document and the tenants of this building will come from all cultures and walks of life; therefore, remaining respectful, considerate, and clear in the rules and layout of this document is crucial. There should be a universal language and non-discriminatory adjustments placed for people in specific circumstances. Furthermore, information must be precise. The document needs to be ethically and legally constructed with credible, clear, and accurate information. No misinformation, interpretations, or legally unacceptable content should be included.

What policies and standards must be followed?

- The document must follow the policies and standards of the state and housing governmental obligations. I must present the policies and standards of BHA in the intent that they wish and avoid making any edits that change their rules or place my personal bias in.

THE DOCUMENT

What is the document?

- This document is a section of the tenant handbook that provides the rules and regulations for the tenants of the BHA.

Is the document well organized and easy to navigate? Explain.

- The document is organized in a section set up and is fairly easy to navigate. The headings provide direction to where each section is described. However, there is a lack of

professionalism in the document's organization and clarity that could be enhanced to make the document better.

Is the document complete and accurate? Explain.

- The document is inconsistent and unclear in some parts, so I believe it is incomplete and inaccurate. There are a lot of spelling and grammar mistakes. The terms such as "good neighbor" and the acronym in the first paragraph, BHA, are too vague and don't provide clarity to what they are and what they want from their tenants. Some information needs to be added to understand the standards they are expecting and not accepting in order for this document to be accurate and clear.

Is the document well written and designed? Explain.

- I do not think this document was well written and designed. Although the headings separate the sections of this document, it is still very unorganized. The sections would be more organized if they were grouped together. For example, charges could be its own title, and the deposit, special charges, and extra charges could fall under that. Things seem to be ordered very abruptly and make the document very cluttered and unorganized. Furthermore, I think that the grammar and spelling mistakes and the lack of bullet-points, indents, and possibly images make the document very informal and hard to read.

THE CONSTRAINTS

- **What is the schedule for the editing project, especially the deadlines?**
 - The schedule for the editing project is one week and is due on the 15th of February.
- **What is the budget (including likely expenses) for the project?**
 - The budget for this project would fall on the editor or editors' salary in the enhancement of this document.
- **What equipment is needed for the project, and will you have access to this equipment?**
 - For this project, the equipment needed would be a laptop, Microsoft Word, or Google Drive. I have access to this equipment.

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February 15, 2021

Dear Bigtown Housing Authority Regional Manager,

I hope you are doing well. I am writing in regards to potential editing I could supply to pages 7-10 of the Bigtown Housing Authority Tenant Handbook. I have read over your document and am confident that I can supply your handbook with enhanced credibility, readability, and visual appeal that will provide BHA and future tenants with well-crafted information through my substantive and copy editing. Below you will find sectioned edits and reasoning that will ensure user-friendly documentation while holding true to your policies and regulations.

Substantive Edits

- The document is unorganized and cluttered due to the lack of categorization and visibility. To ensure a clear and easy-to-navigate document, it would be beneficial to provide a table of contents and implement page numbers at the bottom of each page. This will categorize information and provide users with easy-to-navigate direction.
- Some terminology included in your document is vague and unclear. For example, "good neighbor," "certain conditions," and "normal wear and tear" could be interpreted in numerous ways for the diverse audience this document supplies. There should be a definitive description and explanation of what it means to be a good neighbor at BHA, what these certain conditions are, and what is normal wear and tear versus what is not. This will provide clarity and will save you and your tenants from any confusion or misinterpretation.
- Cultural competence is crucial in sustaining an ethical and inclusive document. Therefore, by mentioning "only one family is allowed in each dwelling unit," this can be an outdated and exclusive term that does not take into account the diverse cultures and members that make up your apartments. It is necessary to set your guidelines and ensure that tenants follow your rules; however, families come in numerous setups; therefore, it is best to specify the exact number of family members allowed in each dwelling unit. Or provide a note that directs tenants with specific family requirements to contact the office. This will allow your document and overall cooperation to hold cultural competence and rid themselves of any ethical or discriminatory troubles in the future.
- The current setup of each heading is out of order and inconsistent. It would be best to categorize headings that are similar into major sections. For example, instead of having security deposits, special charges, and extra charges in three different locations, we could

make one large heading titled "Charges" and have those three sections fall into them. This way, everything that deals with money will be organized and not spread out unevenly.

- The transfers section is broad and confusing. It does not specify what kind of transfers you guys are referring to. I would provide a description of what a transfer is and what policies you guys apply to these transfers.

Copy edits

- Spell out Bigtown Housing Authority instead of using the acronym in the first paragraph. Although this is in the handbook, this is the first time this acronym is used in the document; therefore, it should be defined.
- Avoid capitalizing your entire sentences unless they are detrimental to the overall safety of the apartment and tenant. By overusing the all-caps feature, it lessens the importance of what is being said.
- To organize the information in a clean layout, implementing bullet points and indents along with the table of contents will structure this document in a more clear manner.
- There are a few spelling, grammar, and tense mistakes in this document that need to be revised. For example, in the Defrosting Refrigerators section, "shart objects" should be changed to "sharp objects."
- There are major inconsistency issues in this document, such as the term "BHA" versus "B.H.A."; therefore, we would need to choose one or the other and maintain that throughout the document.
- Choose between spelling out the numbers listed or placing them in their numerical position. But placing both is unnecessary and redundant.

If you choose to work together, I can provide you a completed document by February 15, 2021. Determining the budget for this edit would be calculated by the time and work I put into the revisions. The approximate time spent would estimate between seven and eight hours at a rate of \$25 an hour. I have all the equipment and software needed, so no additional add-on fees would be applied.

In conclusion, my main priority is to ensure you with a revised document that balances the needs and intent of BHA while also establishing clientele accommodations. With my suggested substantive and copy edits, I can guarantee an enhanced document that will flourish the credibility, readability, and consumer attraction to BHA. My best form of contact is either through email at marwah.abuhandara@mavs.uta.edu or anytime after 5 pm on the phone at (469-XXX-XXXX). I look forward to hearing from you.

Kind regards,
Marwah Abuhandara