

The Value of Editing

Why edit?

- To produce the most professional report possible
- To craft a document that is easy to read and readily understood
- To provide the client with needed information and clear next steps
- To eliminate factual errors and unnecessary information

Things to look out for

- Spelling errors
- Grammatical errors
- Run-on sentences
- Internal inconsistency
- Jargon
- Poor organization

Things to aim for: the 4 C's

Make sure your finished report is:

- Clear
- Concise
- Considerate
- Correct

It can take longer to edit
something than it does to
write the first draft.

Be ruthless!

Simple editing techniques

- Don't try to edit while you are writing
- Use the functions built into Word
- Print it out
- Edit the report as a whole, not in sections
- Make one pass for format, another pass for content
- Try reading it aloud

Resources

Stumped on grammar? Try going to the Writing Center at University of Wisconsin – Madison. They have an online Writer's Handbook:

<http://writing.wisc.edu/Handbook/index.html>

BEST Center Curricula, Resources & Recordings

Academic Programs

Georgia Piedmont Technical College - Building Automation Systems

Milwaukee Area Technical College - Sustainable Facilities Operations

Laney College - Commercial HVAC Systems

City College San Francisco - Commercial Building Energy Analysis & Audits

Professional Development Materials, Presentations & Videos

National Institutes

Building Automation Systems Instructor Workshops

Webinars (e.g., BEST Talks)

Faculty Profile Videos

Reports & Case Studies

Marketing Resources

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