

# COMM 2032 PROFESSIONAL WRITING AND EDITING

Credit Points 10

Legacy Code 101929

Coordinator Jacki Montgomery (<https://directory.westernsydney.edu.au/search/name/Jacki Montgomery/>)

**Description** Professional communicators require advanced writing and editing skills. This subject explores the nature of writing and preparation of texts for use across different media platforms and in various contexts. In particular, the subject 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** English Language

**Student Contribution Band** HECS Band 1 10cp

Check your fees 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 functions of professional written communications, editing a range of key professional writing texts

by applying plain English style principles and stylistic devices such as voice, emphasis, tone, grammar and punctuation.

- 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.

Type	Length	Percent	Threshold	Individual/ Group Task	Mandatory
Presentation	5-7 minutes	20	N	Group/ Individual	N
Report	Part 1 1000 words (10%); Part 2 1500 words (20%)	30	N	Group/ Individual	N
Portfolio	1800 words	30	N	Individual	Y
Quiz	15 minutes (per Quiz), 15 minutes (per practical)	20	N	Individual	Y

Teaching Periods

## Vietnam Session 1 (2025)

### Vietnam

#### On-site

**Subject Contact** Jacki Montgomery (<https://directory.westernsydney.edu.au/search/name/Jacki Montgomery/>)

View timetable ([https://classregistration.westernsydney.edu.au/odd/timetable/?subject\\_code=COMM2032\\_25-UT1\\_UE\\_1#subjects](https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=COMM2032_25-UT1_UE_1#subjects))

## Vietnam Session 2 (2025)

### Vietnam

#### On-site

**Subject Contact** Jacki Montgomery (<https://directory.westernsydney.edu.au/search/name/Jacki Montgomery/>)

View timetable ([https://classregistration.westernsydney.edu.au/odd/timetable/?subject\\_code=COMM2032\\_25-UT2\\_UE\\_1#subjects](https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=COMM2032_25-UT2_UE_1#subjects))

## Vietnam Session 3 (2025)

### Vietnam

#### On-site

**Subject Contact** Jacki Montgomery (<https://directory.westernsydney.edu.au/search/name/Jacki Montgomery/>)

View timetable ([https://classregistration.westernsydney.edu.au/odd/timetable/?subject\\_code=COMM2032\\_25-UT3\\_UE\\_1#subjects](https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=COMM2032_25-UT3_UE_1#subjects))