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| TITLE | Editing and Shaping your Work |
| TUTOR | Lara Clough |

Dear Student,

Thank you for enrolling on this Lifelong Learning course. This letter gives you some further information. If you have any questions, please contact either:

**The LLL Office**: [learning@aber.ac.uk](mailto:learning@aber.ac.uk)

**The Tutor:** Lara Clough [lac15@aber.ac.uk](mailto:lac15@aber.ac.uk)

**The Co-ordinator:** Elin Mabbutt [emm32@aber.ac.uk](mailto:emm32@aber.ac.uk)

We hope you enjoy the course.

Best Wishes,

**The Lifelong Learning Team**

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**GETTING STARTED**

**Aberystwyth University Student Account**

Before you can begin your course, you need to activate your **Aberystwyth University Student Account**. After you pay and enrol, you will be sent your **unique student number** by the Lifelong Learning Administrator. This will enable you to obtain your student username and set a password for your student account.

Having an account gives you many additional benefits such as access to the university library and online journals, an email address, and discounts for university services.

Please watch this [**video (link)**](https://aberystwyth.cloud.panopto.eu/Panopto/Pages/Embed.aspx?id=8599b9f0-bb74-4e17-8a61-abb800c9c1b1&v=1) as it will give you all the instructions you will need to set up your student account.

Once you have completed this process login to your [Aberystwyth University email account here](https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ce00-000000000000&redirect_uri=https%3a%2f%2foutlook.office.com%2fowa%2f&resource=00000002-0000-0ff1-ce00-000000000000&response_mode=form_post&response_type=code+id_token&scope=openid&msafed=0&client-request-id=1a50f117-68e4-464d-b9c3-80fd788cb7e5&protectedtoken=true&claims=%7b%22id_token%22%3a%7b%22xms_cc%22%3a%7b%22values%22%3a%5b%22CP1%22%5d%7d%7d%7d&domain_hint=aber.ac.uk&nonce=637354312838097988.a0319ebd-6272-4475-a59a-e0b8afa5fbe1&state=Dcs7DoMwEEVRO1kJTTobf5lxgbKWNzBIUUCRkBK2HxfndtcaY-7drbOhx9CUKdeSY-LMoVFj9gg5NpXVTYmSK4WqQ21wGoSxoW6i0fZ3GD8Xxuep2I8ZoqfH4r_vx2-dL5UDr_0P)

**Online Learning Environment: Blackboard**

Once you have an active username and password you can login to our **online learning environment** called **Blackboard** by going to<https://blackboard.aber.ac.uk>. This is where you can access the learning materials for your course, interact online with your tutor and other students and submit your assignments. [Guide to Blackboard Ultra - Students  : Information Services , Aberystwyth University](https://www.aber.ac.uk/en/is/it-services/elearning/blackboard/guidetoblackboardultra-students/)

**Microsoft Teams**

Your course may include one or more live online learning webinars or seminars. If so, these will be held using the online platform **Microsoft Teams**. Like Blackboard, you can access Teams online by going to <https://teams.microsoft.com/> and logging in with your Aberystwyth University student username and password. Although not essential, we would recommend you download the Microsoft Teams software onto your desktop. Once you have logged in, you can do this from the Microsoft Teams homepage. Click on the circle in the top right-hand corner of the screen and select **Download the Desktop App.**

If an online meeting has been scheduled by your tutor you will receive an email to your **University Email Account** that will contain a link, which you can click on to join the meeting. Alternatively, if you go to your **Calendar** in Microsoft Teams, which is on the left-hand side of the screen, you will see a **Join button** appear by the meeting just before it begins, which you can click on.

If you haven’t used Microsoft Teams before I would recommend watching this one minute [**video (link)**](https://www.youtube.com/watch?v=6pauAUOl8v4) so you know what to expect.

**COURSE OUTLINE**

This skills-based module aims to equip you with the tools and strategies to edit and shape your work with a view to submitting for publication, self-publishing and/or entering competitions. You may also wish to revise and redraft your work for private use.   
  
The course will cover primarily fiction, as in short stories and novels as well as poetry. Some of the advice will also help with creative non-fiction, as in memoirs and autobiographical accounts.   
  
Students will learn how to effectively  evaluate and assess areas of their own work which need attention, whether punctuation, grammar, look on the page, to more in depth editing decisions such as plot, character development and future destination of the work and its readership. Skills such as patience, adaptability, attention to detail and critical assessment will be considered and developed.   
This online learning course enables you to study from home and participate in an online community of other students learning about editing and shaping creative work. The module is delivered through Blackboard, our online learning environment and a live online teaching session will occur at the beginning and end of the course.    
This module can be studied as a stand-alone course, but it is also an optional module for the Certificate of Higher Education in Creative Writing at Aberystwyth University.

**LEARNING OUTCOMES**

On completion of this module, students should be able to:

1. Evaluate and analyse their own work, but also the work of others, not only in terms of content and style, but also giving consideration to consistency of presentation, grammar and punctuation, and with a view to the ultimate destination of the work and potential readership.

2. Demonstrate an understanding for close and patient re-reading of work, revising and redrafting, employing adaptability and willingness to challenge themselves.

3. Identify areas in their work requiring extra research, cutting, new writing, voice, plot and character considerations, writing to length and external requirements.

4. Discuss with sensitivity the work of others on the course, and writers/poets presented, maintaining a positive and creative approach.

**COURSE PROGRAMME**

Activities and tasks will be embedded into each unit so students can practise the techniques they have learned and develop their skills. Students will be encouraged to share their own work and participate in discussions on Blackboard. Alongside the learning materials on Blackboard the tutor will be on hand via email to answer any queries and provide guidance throughout the course. They will also participate in the online discussions.

Unit 1: Presenting your work, careful re-reading.

Unit 2: What are you writing and for whom?

Unit 3: A look at poetry editing

Unit 4: Plotting- who knows what when, how your characters enhance your piece of writing.

Unit 5: Summary- be patient and kind to yourself.

The tutor will give private feedback on your final pieces before submission (up to 500 words)

**ASSESSMENTS**

1. A fiction excerpt from longer work showing; An unedited section, and same edited section showing clearly changes to e.g.: grammar, dialogue, description, point of view OR; A short poem of up to 20 lines showing a process of re-drafts to give a final finished poem, which is shown. (300 words; 30% of the overall mark)
2. Critical portfolio

Reflections on the editing process of either prose or poetry, of which assessment one is a brief example. Students should reflect on decisions made, awareness of their own writing and areas for improvement, whether in presentation, or content and style, themes emerging and possible publishing outlets. Students will have revised and re-read a significant piece of their own writing overall. ( for e.g.: 3 chapters of a novel or 3 poems or 2 short stories) (500 words; 70% of the overall mark)

**Submission Policy**: <https://www.aber.ac.uk/en/lifelong-learning/virtual-student-centre/schemes_programmes/latesubmission/>

Find our full programme listings here: <https://www.aber.ac.uk/en/lifelong-learning/courses/>

Are you interested in completing a Certificate in Higher Education? If you are, speak to your tutor or contact the co-ordinator: [emm32@aber.ac.uk](mailto:emm32@aber.ac.uk)

**Don’t forget to follow us on social media to keep updated about Lifelong Learning at Aberystwyth University:**

**Facebook**: Dysgu Gydol Oes Aberystwyth Lifelong Learning

**Twitter**: @Aber\_LLL

**Instagram**: @aberystwyth.lifelong.learning