



Clerical Interests: Editing and Research

Instructor: Note that these questions may require adjustment to fit the understanding of the student. Moreover, actual experience is likely to change the student's preference and make it more valid. Encourage the student to take his best guess and to consider any editing and research he has done for academic tasks, especially when the student has no direct work experience with editing documents or researching topic areas.

Name:

Date:

	1 Not at all	2 Maybe	3 Yes	4 Very much
Editing				
1) Do you think you would like to prepare documents for publication by correcting errors and ensuring accuracy?				
2) Do you think you would like organizing written material so it follows a clear order?				
3) Do you think you would like making decisions about the content of a publication, editing for clarity, length and organization?				
4) Do you think you would like checking and correcting the spelling, grammar and sentence structure of a document?				
5) Do you think you would like making insertions and deletions in a document using the Track Changes program?				
6) Do you think you would like to check references in a publication to make sure they give accurate information about the article, book, or website referenced?				
Researching				
1) Do you think you would like thoroughly searching for information on particular subjects online?				
2) Do you think you would like searching for and reading articles, books and other publications about a topic determined by an editor or administrator?				
3) Do you think you would like searching for information on particular subjects at a library or using an online library search engine?				
4) Do you think you would like recording the details of a resource such as the name of the publication, date of publication, author, editor, and page numbers?				