



ACE Workshop: **Shut Up and Edit**

Please note, this is not a taught session. You will be given time to complete editing and proofreading exercises, self-reflecting on your progress.

Session will start at: 12:00pm

What is Shut Up and Edit?

'Shut Up and Edit' aims to provide a quiet, distraction-free environment to review your work. Through **timed editing and proofreading exercises** and **guided self-reflection**, it encourages participants to:

Review
your work
objectively

Edit
with purpose

Assess
strengths and
limitations

Optimise
limited word
counts

Make
consistent
progress

Exchange
tips for best
practice

Shut Up and Edit: Workshop Content

Introduce strategies for editing and proofreading an assignment

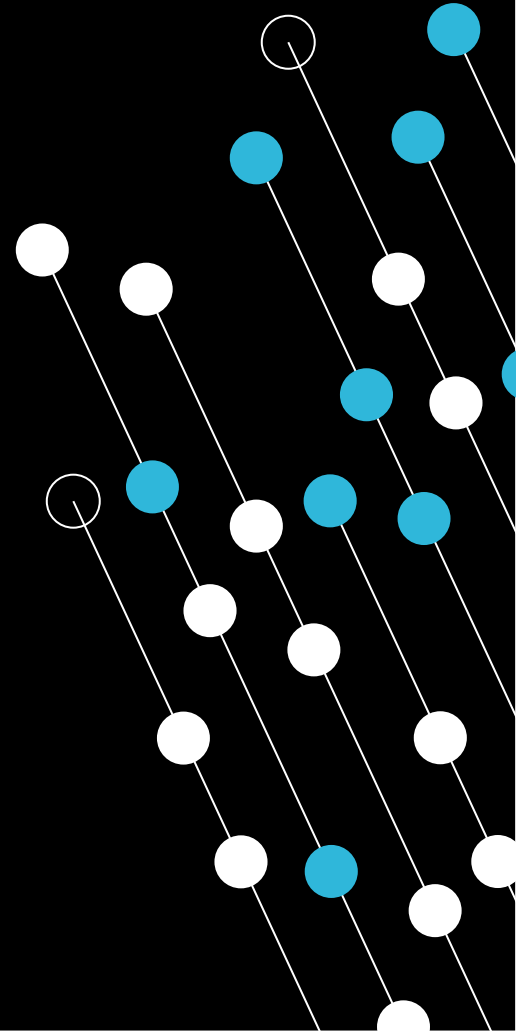
Complete two 20-minute editing and proofreading exercises, reflecting on your progress

Establish a SMART editing and proofreading goal for the week ahead

By the end of the session, you will:

Trial strategies to improve your assignment draft, establishing an editing and proofreading goal for the week ahead.

Code of Conduct



Code of Conduct

1

Maintain a quiet, distraction-free environment during timed editing and proofreading exercises.

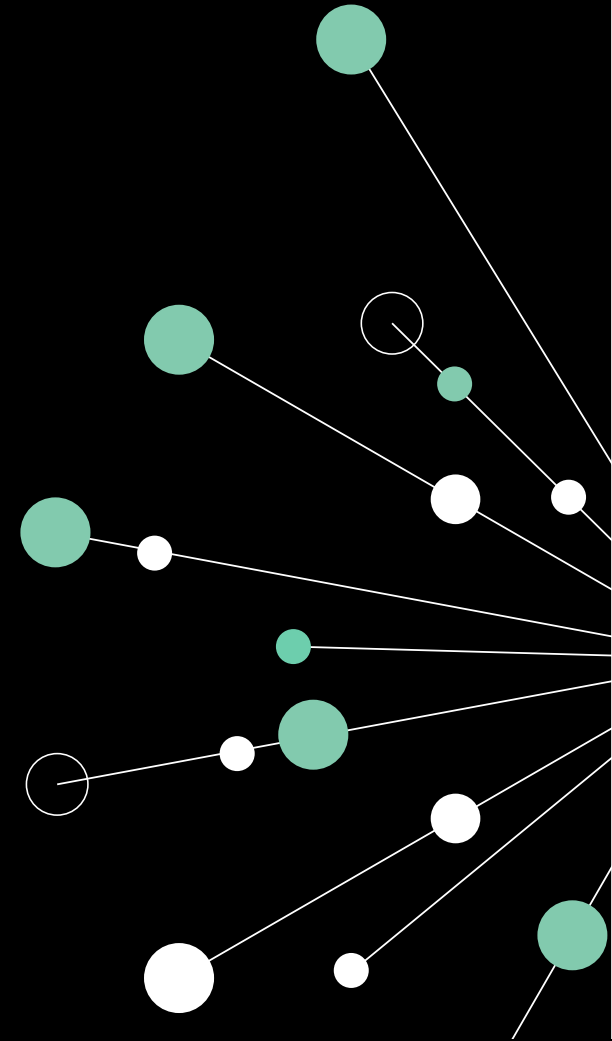
2

Never share work in the chat or with peers due to the risk of academic misconduct.

3

Encourage fellow participants – sharing editing and proofreading-related challenges as well as tips for overcoming them!

Strategies for Editing and Proofreading



Editing or Proofreading?

Editing

Undertaken **once a first draft is complete.**

Involves confirming **task requirements** have been fulfilled – including word-counts!

Making **substantial amendments** to content and structure.

Ensuring arguments are presented **clearly** and **sequentially** with relevant **evidence.**



Proofreading

Undertaken **after multiple rounds of edits.**

Involves **correcting basic errors** in spelling, punctuation, and grammar.

Checking **in-text citations** and **reference list** entries.

Formatting the assignment – including a coversheet, contents page, etc.

Strategies for Editing

1	To review your work more objectively, change how you are engaging with it! Try printing a hard copy , using Microsoft Word's ' Read Aloud ' function to listen to it, or temporarily altering your font size and colour .
2	Turn the task requirements into questions and assess the potential relevance of your 'answer'. For example: <i>Critically evaluate how effectively leaders communicate digital strategy → To what extent do leaders communicate digital strategy effectively?</i> This can help to identify superfluous information and opportunities for expansion!
3	Read the paragraph backwards , beginning with your concluding sentence and / or recommendations for practice. Does the paragraph clearly and sequentially explain how you arrived at these conclusions and / or recommendations for practice? Have you evidenced these arguments with scholarly literature?

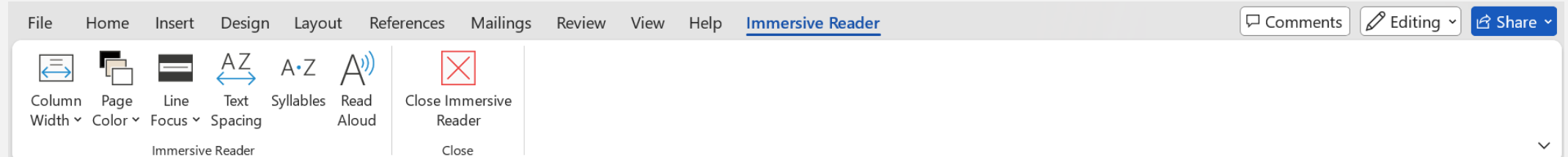
Strategies for Editing

4	Edit in rounds , focusing on key conventions or skills. For example, complete one round dedicated to improving signposting and narrative cohesion, followed by another on developing concision.
5	If you are significantly over the allotted word-count, check whether each paragraph includes one clear argument or attempts to cover many superficially. Aim for quality over quantity , prioritising the most significant, valuable, or compelling examples with reference to the task description.
6	If you are slightly over the word-count, try removing unnecessary adjectives and replacing verb phrases: • <i>These policy changes had ~~serious and~~ wide-reaching implications for...</i> • <i>Updating stakeholders in a timely and professional manner → Timely updates...</i>

Strategies for Proofreading

1

Turn on Immersive Reader:



Focusing on a single line or paragraph of your assignment with 'Line Focus' can reduce visual distraction and prevent cognitive overload.



You can also increase 'Text Spacing' and alter 'Page Colour' to improve comprehension.

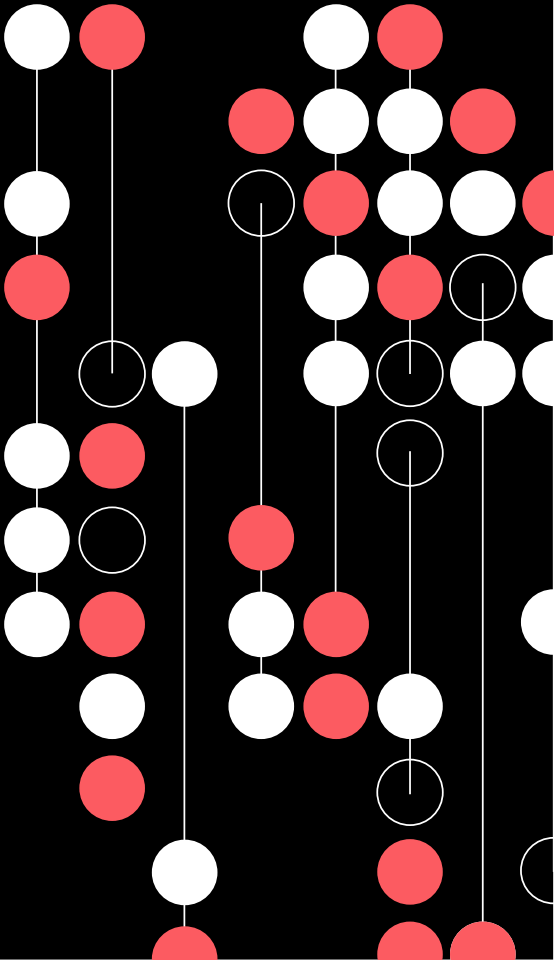
Strategies for Proofreading

2	Read your work aloud to detect repetitions, missing words, incomplete or run-on sentences. Try to identify mistakes that spell-check might overlook! For example, 'customer' versus 'costumer'.
3	You can also proofread in rounds , focusing on key conventions or skills. For example, complete one round dedicated to eliminating informalities such as contractions, followed by another on correcting references.

Your Approach to Editing and Proofreading

How will **you** approach the first 20-minute exercise?
Which editing and / or proofreading strategy do you intend to use?
This could be a new strategy introduced in today's workshop or one of your own!

Shut Up and Edit



What is Your Paragraph or Sub-Heading of Focus?

Prior to today's session, you were asked to identify a small, manageable paragraph or sub-heading of your assignment to edit or proofread.

Please write yours in the chat as follows:

I will be editing the first sub-heading of Task 2; it is on the potential impact of different leadership styles on retention and performance.

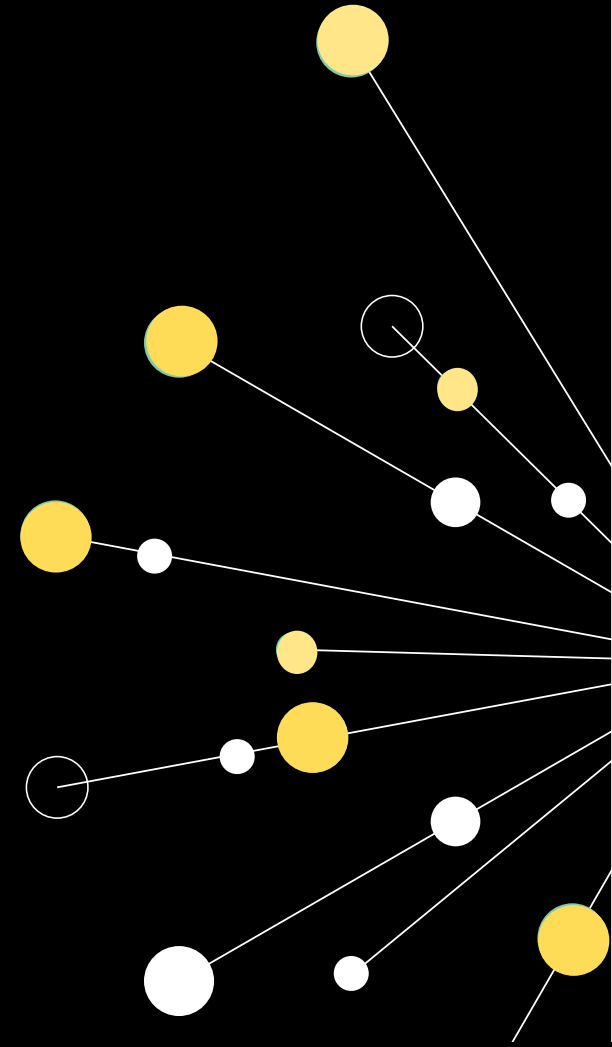
I am proofreading a paragraph on how AI can be used to improve decision-making in the organisation.

Shut Up and Edit – 20 Minutes

Edit or proofread for 20 minutes!



Self-Reflection



Self-Reflection

1

How did your writing **improve** or **develop** as a result of the first exercise? What did you learn about your work?

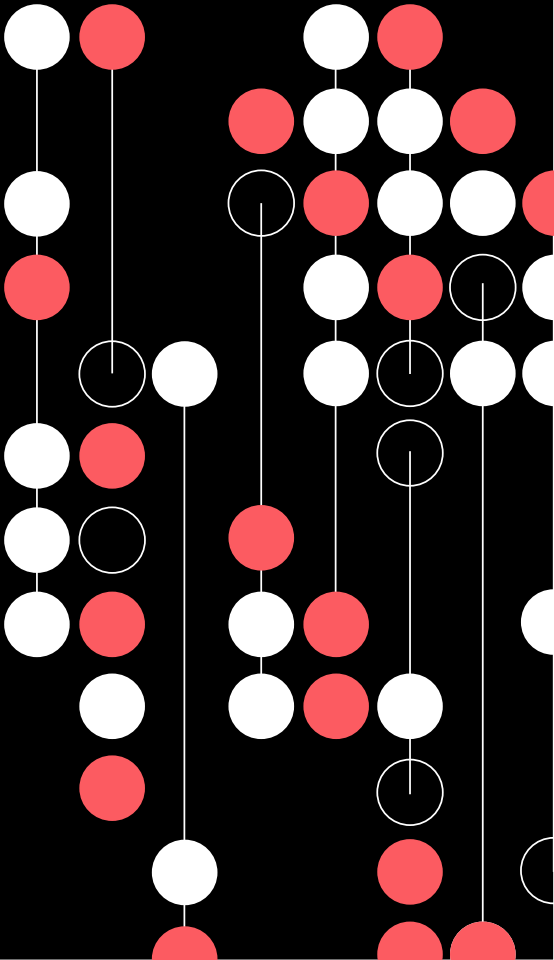
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Is there anything that requires **further amendments**? If so, make a list or add a comment onto your draft.

3

What were the **benefits** and **drawbacks** of your chosen strategy? What might you do differently next time?

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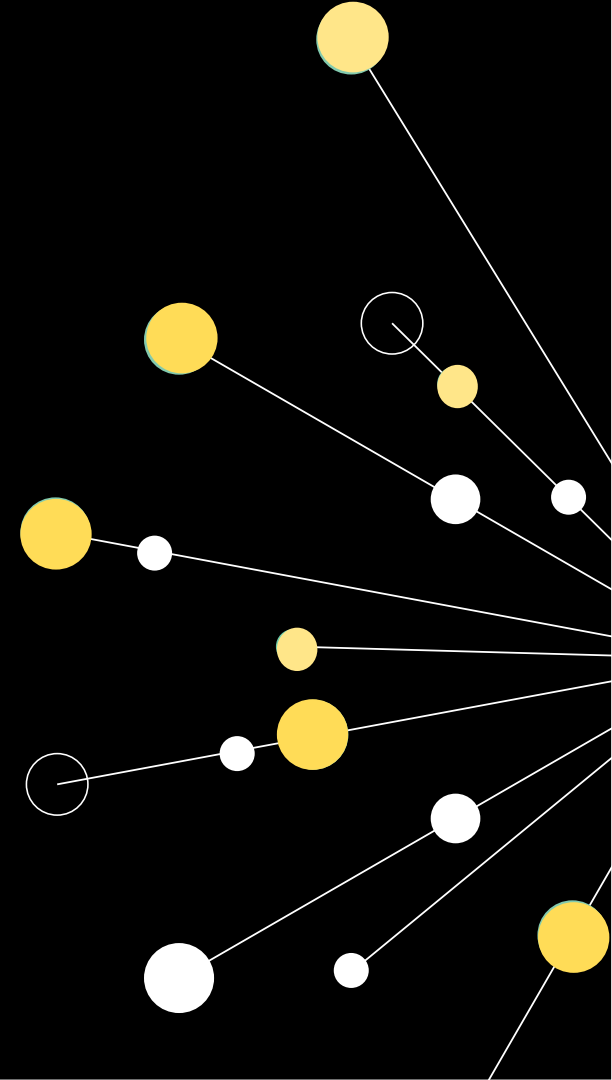
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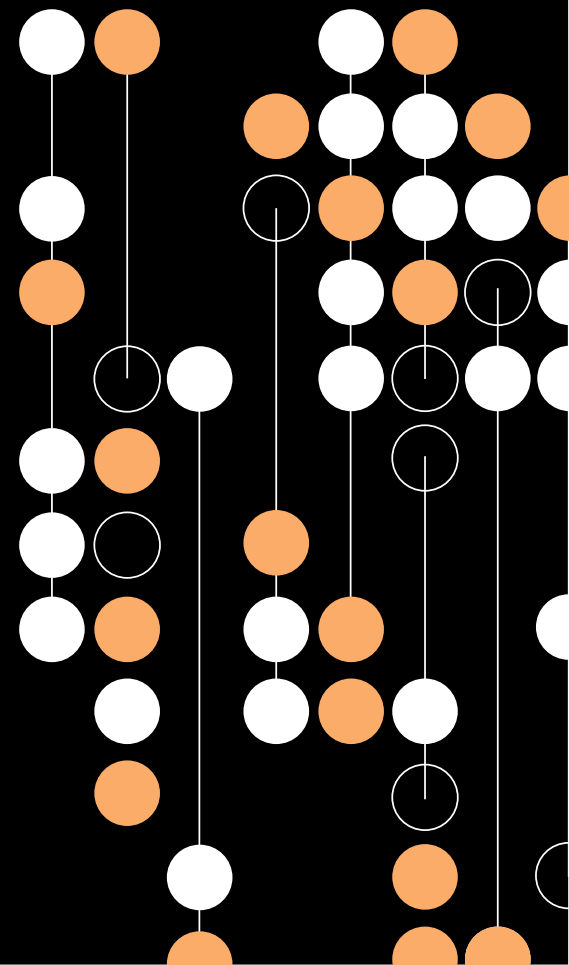
2

Is there anything that requires **further amendments**? If so, make a list or add a comment onto your draft.

3

What will you now **take forward** into your own practice?

Goal Setting



Set Yourself an Editing or Proofreading Goal for the Week Ahead

Set yourself a **specific, manageable editing and proofreading goal** for the week ahead and post it in the chatbox.

This could involve:

- Editing another sub-heading of your assignment using a strategy from today's workshop
- Conducting supplementary research to bolster your recommendations for practice
- Amending your reference list entries with the QA Harvard Referencing Guide

More guidance can be found in the [ACE Quick Guide to SMART Goals](#).

References and Further Reading

References

Oxford Brookes University (2026) *Editing and Proofreading*. Available at: <https://www.brookes.ac.uk/students/academic-development/online-resources/editing-and-proofreading> (Accessed: 29 September 2026).

Sheffield Hallam University (2018) *Editing and Proofreading: Reducing Word Count*. Available at: <https://libguides.shu.ac.uk/editing/word-count> (Accessed: 29 September 2026).

Further Reading

[ACE Quick Guide to Editing and Proofreading](#)

[Microsoft Guide to Using Immersive Reader](#)

ACE Feedback

Thank you for attending this ACE Workshop.
We would be grateful if you could take 2 minutes to
complete our **feedback form**.

Do You Require Further Academic Support?

Look on the
ACE Page for
resources

Check out our
upcoming
workshops

Book a 1-2-1
tutorial

Any questions?

