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Writing from Rough Draft to its Final Draft

with relevant grammar index

by Myat Thu Aung

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About the services I can offer

Please contact me for the services of subediting, proofreading and writing a course. In this regard, please allow me to briefly explain what proofreading and subediting are: subediting is to do wit

h editorial work and is the act of making sentences smooth and of making paragraphs coherent and cohesive, whereas proofreading is to check grammar and spellings and correct grammatical errors

I proofread any document, except politics, religions, pornography and other people's privacy. However, you should only use my proofreading service for the reasons such as wanting to save time and being bored to fix the errors in your document and the likes; otherwise, you should copy and paste your document into Word and follow the suggestions to fix your errors, or should use the help of Grammarly. My proofreading services are available as follows:

- **Mini Proofreading Service:** This is for the document with the length of fewer than 700 words. The price is 10,000 Ks.

- **Small Proofreading Service:** This is for the document with the length of from 350 words to 20,000 words. The rate is 12 kyats per word.

- **Large Proofreading Service:** This is for the document with the length of more than 20,000 words and fewer than 25,000 words. The price is 3.5 lakhs.

- **Transactional Proofreading Service:** This is for the document with length of from 25,000 words to 30,000 words. The rate is 15 kyats per word.

- **Combined Proofreading Service:** This is for the document with the length of between 30,000 words and 55,000 words. This service helps you to avoid unnecessary charges by allowing the combination of two services described above; in other words, it suggests you the cheapest option by combining one service with another one. Nevertheless, one service must not be used twice.

- **Huge Proofreading Service:** This is for the document with the length of more than 55,000 words. The rate is 18 kyats per word.

I subedit any document, except politics, religions, pornography and other people's privacy. Please let me know if it is for students who want to practise writing because I would additionally include comments on the changes I made to help them improve their writing skill. Nevertheless, students need to be able to read and understand my comments in English very well. My subediting services are available as follows:

- **Mini Subediting Service:** This is for the document with the length of fewer than 350 words. The price is 15000 Ks.

- **Small Subediting Service:** This is for the document with the length from 350 words to 20,000 words. The rate is 35 kyats per word.

- **Large Subediting Service:** This is for the document with the length of more than 20,000 words and fewer than 25,000 words.

The price is 10 lakhs.

- **Transactional Subediting Service:** This is for the document with the length of from 25,000 words to 30,000 words. The rate is 40 kyats per word.

- **Combined Subediting Service:** This is for the document with the length of between 30,000 words and 55,000 words. This service helps you to avoid unnecessary charges by allowing the combination of two services described above; in other words, it suggests you the cheapest option by combining one service with another one. Nonetheless, one service must not be used twice.

- **Huge Subediting Service:** This is for the document with the length of more than 55,000 words. The rate is 50 kyats per word.

If you need one of the above services or have some questions about them, please send an email to translation.aung1996@gmail.com

Thank you!

Thank you for downloading this e-book. I hope this book helps you a lot.

If you would like to give me feedback on my work, please send an email to myatthuaung223@gmail.com. I'd appreciate your feedback and look forward to it.

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PREFACE

It was 2014 when I left for New Zealand to study at University of Otago. During the period between after my matriculation examinations and before studying abroad, I learnt how to write in English proficiently and professionally from an old man who has been teaching English for many decades. His name is Saya U Kyaw Nyunt. He was 72 years old when I improved my four skills to sit for the IELTS exam. Under his guidance, I just needed to take the exam once as I achieved the required score for my university entry.

Learning that I am good at theoretical English to some extent, he emphasised on applied English. The reason why my theoretical English is good enough to take a further step to applied English is because I learned well enough in English classes of Peter-loo, Saya Kaung, Sayama Daw Mya Thida and Saya U Lynn Oo. The memory while learning English from Saya U Kyaw Nyunt is vivid enough to remember his handwriting written in red to correct the errors or mistakes I made in my essays. He introduced three books to me; they are English Companion, Common Mistakes in English and High School English Grammar and Composition written by Wren and

Martin. We called the last one the red book for easier sake as its name is not short enough. He said to me, "If you can master this red book, you can teach English worldwide". There is a saying that Saya U Lynn Oo usually said: "English is easy to learn, but it's hard to become a master." I found both very right. I am very thankful to all of my teachers who made me easy to learn English and especially to Saya U Kyaw Nyunt for his advice to become a proper master of English.

One evening while I was translating two long stone scripts from Burmese to English, a sudden thought came to my mind: it would be good and useful to students if I could write a book which helps their rough draft to make final draft like the way Saya U Kyaw Nyunt subedited my essays. Since then, I had been putting my effort to complete this book whenever I am free enough to add some content to it. This book will guide you through three levels of subediting and brush up your writing skill to a certain extent.

Myat Thu Aung 29th June 2017

New Zealand

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ACKNOWLEDGEMENTS

A number of people have made it possible for me to write this book; these people include my parents, my brother, my teachers and my brotherly friends. I call them my people for honouring their love for me.

Being a Theravada Buddhist, Buddhism scriptures are always a rich source of inspiration for me in shaping my own life and my good ideas usually come from them. The realisation of the gratitude of my people cannot be done without comprehending what the Pali word 'Hita' means. The Pali word 'hita' can be defined as the condition connected with actions by which the cause or causes of something good can happen to whoever involves in the circumstance.

My greatest thanks goes to my parents for their metta (loving kindness) as well as their hita for me. It was my dad's breads of sweat for me that have been creating the land of hita throughout his life, and it was my mother's hands that bring me up in the land of hita created by her husband. Their hands can be extolled as the hands of a gardener, and these hands make my hands worthy. I

am extremely grateful to dad and mom for everything that they have brought to my life.

My least greatest thanks must go to the hita of my brother, and through him my appreciation continues going to the hita of Say a Maung Maung for introducing us to Saya U Kyaw Nyunt after my brother's matriculation exam. Saya U Kyaw Nyunt is the main reason why I became qualified enough to write this book. I got the idea of this book from him, and my subediting skill is directly derived from him.

Last but not least, many thanks must then go to the hita of my country for its education system that lets kids learn English at their school.

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INTRODUCTION

This book has a practical use as it introduces how to subedit documents such as reports, essays, articles and dissertation. Subediting is to do with editorial work and is the act of making sentences smooth and of making paragraphs coherent and cohesive. An editor is somehow a subeditor, whereas a subeditor is not an editor. This is because an editor is additionally in charge to decide what should be included in a written work while a subeditor is just to subedit documents only.

Basically, this book is suitable for all learners who can read in English. Generally, this book will be useful to learners who want to polish their grammar because the partial miscellaneous grammar course that I created is included as an appendix. Ideally, this book is for learners who are trying to be editors or subeditors. This book will guide you through three levels of subediting. I call them three C's – Compulsory revision, Competent revision and Confidential revision: In Compulsory revision, obvious errors such as grammar and spellings are checked and fixed; obvious unnecessary errors are removed and necessary phrases or clauses are added. It is just

slightly more than the act of proofreading. The deviation from the original version is 25% or less.

In Competent revision, the quality of sentences is improved. Combine sentences whenever appropriate. Words are replaced with better ones.

Paragraphs are arranged to be coherent with their previous one. The deviation from the original version is no more than 50%, but nevertheless the deviation from the Compulsory revision is still 25% or less.

In Confident revision, sentences and paragraphs are made to be stylish.

Proficient use of punctuation is applied to conjoint sentences in a more stylish way. The order of sentences or paragraphs is arranged if needed. Sentences or even a whole paragraph is sometimes removed for a better sake if it does not disturb the original idea. Paragraphs are made to be cohesive. Flowery phrases or idioms are added whenever suitable. The deviation from the original version is less than 75%, but nevertheless the deviation from Competent version is still 25% or less.

Since these pieces of writing are suitably created for this book in order to show how to subedit, the subjects discussed in these essays are not good enough to use in tests or examinations, and hence their advanced revisions cannot be made. However, my essay

'My Last Page' that was published in Global New Light of Myanmar would be specially annotated as advanced revision from its confident revision in the second edition of the book.

There will be new editions of the book in every nine months or every year. In every new edition, three or four new essays will be subedited with annotated three C's. Regarding this, more content relevant to annotations will be added to grammar appendix.

Readers ought to be careful with contradictions of writing styles. For the first time, it could be panic stations, but suppress your writing style temporarily while learning my way of subediting, and then mix them up to create your own writing style or your own way of subediting. It is always helpful to recall your memory to compare with your knowledge. In the event of getting confused and being unsure about getting the message, it is always a good idea to confirm with your teachers or with someone who are more skilful than you are.

Relevant grammar appendix is provided at the back of the book.

My personal tips on writing are as follows:

✓ Stop translating and start writing; this is because writing is not translating although transition is one type of writing. Normally, learners translate Burmese words to English words and build up a sentence, but nevertheless this may not work always. My pers

onal recommendation is to think in English and write in English.

✓ Stop using Myanmar-to-English or English-to-Myanmar dictionary; start instead using English-to-English dictionary.

✓ Stop being careless about the subjects of sentences; start instead paying attention to it.

✓ Stop trying to only increase new words; start instead trying to apply your new words in a sentence or sentences.

✓ Stop being careless about ambiguity; start instead paying attention to it.

Ambiguity can be defined as one more possible meaning that a word, a sentence structure or a statement may have. Ambiguity in sentences is always bad due to the confusion that comes with it.

✓ Stop ignoring the power of ambiguity, however risky; start instead being familiar with language manipulation – the skillful command of sentence structures with the proficiency in word ordering with the addition of a few necessary words. The reason is because the combination of ambiguity and language manipulation is a virtue when you are engaged in the conversation that need to be super careful or when you must give your opinions about something that you are uncertain in your articles.

✓ Stop neglecting the main task of your words in writing; sta

rt instead using your words as your voice. They are supposed to carry your thoughts and ideas to your readers without confusion or misunderstanding.

✓ Stop using clauses when you are considered proficient; start instead using phrases a lot. This is because clauses can make sentences long unnecessarily.

Moreover, remember that long sentences are not short enough to get readers' attention.

✓ Stop learning when you are considered enough; start putting your learning into practice.

✓ Practise, practise, practise! Patient practice is a virtue.

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