





## Lifestyle Learning Direct would like to congratulate the following students who have had success in their chosen field of study.

As well as having an article published in *Take 5* magazine, **Robin Barnes** has started her own business – Abakat Creative Writing Services. She is currently working on a training manual for a software program about to hit the market.

After completing her Professional Editing & Proofreading course, **Vanessa Smith** started her own business – Commasense – and one of her first jobs has been rewriting a client's book. Vanessa wrote to tell us she was looking forward to taking part in our new Professional Editing & Proofreading Advanced course.

Comprehensive Writing student **Noemi Bruni** was thrilled when her article about winning at bridge was placed on her card club's website.

**Molly King**, who recently completed her Comprehensive Writing course, had her first-time submissions accepted by *Experience*, the magazine produced by the Metilifecare Group (who owns a range of New Zealand lifestyle retirement villages).

The goal of starting his own landscape business has been realised by **Tony Vas-Diass**, following the completion of his Garden Design & Landscaping course. Tony writes to say: "All going well so far. My clients are really happy with my work and the design component of the course has really helped. I will highly recommend this course to anyone wishing to further their landscaping knowledge."

Professional Editing & Proofreading student **Robert Down** belongs to his local writers' group, called Wordweavers. The group recently planned to attend a library talk given by award-winning Australian author and playwright Barry Dickens. Imagine their surprise when, on hearing Mr Dickens had been taken ill, the writing group members were asked to fill in and entertain the rest of the audience with excerpts from their own work.

**Janice Clifton**, Comprehensive Writing course student, has had several letters and articles printed in her local newspaper, plus one article published in *Grass Roots*.

Two of **Lynne Churchyard's** entries have been awarded First Prize (out of 200 entries) in her Internet writing group's weekly challenge, as well as receiving the Editor's Choice Award, and will be published in an anthology of short stories. Two other entries received Third Place, while one was Highly Commended. Lynne wrote to say: "To be included in the book is a huge thrill. I'll actually be able to say I'm a published author. I just had to tell you, and say thank you for all your encouragement in the course so far."

**Olga Byron**, one of our Writing School tutors, had her short story, titled "Close Call", published in the July 14 edition of *Woman's Day*. Olga has recently been experiencing some health problems; so, from all of us here at The Writing School, we wish you a speedy recovery!

The May 17 launch of **Peter Wise's** book – *The Mt Mee Murders* – was officiated over by Bob Atkinson, the Queensland Police Commissioner. Peter wrote to tell us that the launch was "a big thrill". Congratulations on your success! For more information, visit [http://www.zeus-publications.com/the\\_mt.mee\\_murders.htm](http://www.zeus-publications.com/the_mt.mee_murders.htm).

**Kim Worden** has been putting her editing and proofreading knowledge into real, practical use, in her new position as proofreader for her local Gawler newspaper. Well done, Kim!

HSM (Australia) has published two of **Rosie Boom's** *The Gift of Values* series books – Volume I in 2006 and Volume II in September 2008. She has a contract to write two more for the series, which will eventually be produced in a boxed set of hardcovers. HSM is also publishing another of Rosie's books, *Where Lions Roar at Night*, and this is due for release around Christmas.

**John Paton's** article "English U-turn" was published as the lead in the July-August issue of *Essentially Home*. He has also had an article accepted for publication in the November issue of *North and South*.

**Natasha Cook's** short informative article "Swimming Against the Tide", which is about the detection and early warning signs of bipolar disorder, is up for consideration with the *New Zealand Woman's Weekly*.

## CERTIFICATES



### Congratulations to the following Lifestyle Learning Direct students who were awarded Certificates of Completion during the three months prior to 31 July 2008. If your certificate was issued after this date, your name will appear in the next edition of this newsletter.

#### Aromatherapy

Teresa Crafford

#### Article Writing

Jennifer Minter

#### Autobiographies, Biographies & Family Histories

Whaene Papara

#### Beauty Therapy

Angela Lee Eastley

Peta Jones

Sandra Twomey

Veronica Anne O'Regan

#### Comprehensive Writing

Alen Radonja

Alina Maria Bonaventura

Alisha Murray

Amanda Boyes

Barbara Gablonski

Barbara O'Connor

Beth Keevers

Brian Brannelly

Celia Beal

Christine Hamilton

Christine Healy

Christine Chamberlin

Daniel Bateson

Helen Keltie

Jeff Taylor

Jill Smith

John Daniel Moir

Judith Hodges

Katherine Morris

Michael Syme

Maira Yeldon

Nick Horder

Nilanka Goonetillake

Nissa Waddell

Owen Mandisodza

Pam Headon

Peter Avery

Rebecca Chaney

Rikki Lorgor

Robyn Spooner

Vincent Phoenix

Wendy Price

#### Cooking & Catering

Gail Kennedy

Ian Tinlin

Ugalene Buisman

#### Creative Writing I

Graeme Pitt

#### Fashion Design & Dressmaking

Katie Phillips

Tina Moukas

#### Garden Design & Landscaping

Carl Oliver

Debbie Thomson

Jenifer Frederick

Kim Lowther

Merilyn Robertson

Natasha Johnson

Nischoll Gannicott

Renee Yarker

Sylvia Beate Wernicke

Wendy Simpson

#### Historical Fiction

Natalie Gretton

#### Interior Design & Decoration

Jenny Dawes

Julie James-Bindon

#### Journalism

Fiona Hunt

George Neuhauser

#### Life Coaching

Margaret McDougall

Stan Nelson

#### Massage

Isaac Lappin

Kristine Green

#### New York Institute of Photography

Amanda Barclay

Andrea Gibbs

Kathryn Doyle

Vikii Grzelka

#### Novel Writing

Surdev Singh

Nardia Golder

Samantha Starrs

Tom Kwok

Tony Stevens

#### Poetry Writing

Ellen Carson

#### Professional Editing & Proofreading

A L (Lindsay) Bruce

Alan Jacobs

Alana Willis

Amanda Doyle

Ann Copeland

Anna Ceragioli

Anna Iline

Anne Franklin

Anthony John Orreill

Anthony Smith

Aslaug Page

Bernadene Pickett

Beryl Annette Peake

Biljana Radjenovic

Bill Williams

Brigitte Coult

Cute-Min Goh

Darlene Scott

Dennis Charles Peter

Daly

Diane Neate

Doug Wilson

Dulcie Van Wieringen

Eve Marso

Gaylene Bleakley

Helen Rowlings

Irene J Hogarth

Jan Wakeling

Jean Burden

Jean Cullen

Jennifer Odell

Jennifer Pavey

Jenny Hardie

Jenny Knight

Jill Arbuckle

John Kellett

Judy Winterbottom

Kaylene Matyas

Kelly Hatch

Kerri Brown

Kristina Leanne Fogas

Laura Kurz

Linda Boyd

Linda Byron

Linda Mitchell

Louwla Coleman

Margaret Hart

Margaret Sallis

Margaret Turnbull

Marilynn Savage

Mary-Clare Morganti

Michael Mardel

Michelle Curry

Narasimha Rao Garineni

Nicole Williams

Niloofar (Neila) Lakadia

Norma Reid

Paul John Ryan

Rhonda Coad

Richard Hoar

Robin Keown

Robyn Piazon

Sharlene Almond

Stephanie Kitching

Stephen Giles

Steve Ward

Subramaniam Aiyer

Suzana Junkovic

Tania Ellens

Tania Neville

Tony Jones

Tracey Stibilj

Tracy Brown

Val McCabe

Veda Renwick

Yvonne Day

#### Scriptwriting

Elizabeth Picker

Marie Ognew

#### Sheffield School of Interior Design

Anna Southern

Tracey Haase

Vicki Keen

#### Short Story Writing

Kirsten Rolls

Lorraine Brown

#### Sports Nutrition & Fitness

Christina Kamin

Samantha Carroll

#### Technical Writing

Prakash Iyer

Suzanne Becroft

#### Writing for Children

Marilyn Clymo

Rhiannon Ferraro

Tanya Turner

## COURSE PROFILE

# Professional Editing & Proofreading Advanced



After many months of planning, writing and proofing, our new Professional Editing & Proofreading Advanced course was launched on August 1. Designed as a follow-on from our introductory course, it comprises eight (8) modules. Each module consists of an in-depth information component, followed by an English language section, self-assessed exercises and an assignment. The prerequisite is the satisfactory completion of The Writing School's introductory Professional Editing & Proofreading course.

Delving into the publishing industry in great depth, this course looks at the various processes that combine to create a finished on-the-shelf product. At present it's only available in mail format; the normal 4-year completion time applies. We are currently working on the CD-ROM and online formats, and they will be released shortly.

The following provides a brief overview of the information components.

- **MODULE 1: THE PUBLISHING INDUSTRY** – the publishing team, book publishing stages, specific standards for editing, spelling, sample copy editing pages, grammar, punctuation, style and layout, legalities, the proofreader, sample proofreading page, proofreading specifics.
- **MODULE 2: STRUCTURAL EDITING** – structural and stylistic editing guidelines, pace, mood, dialogue, structure, sub-plots, characterisation, the Black Spot, introspection, motivation, scenes, effective transitions.
- **MODULE 3: NON-FICTION EDITING** – elements of non-fiction, illustrations, tables, graphs, charts, figures, maps, photographs, slides, preliminary and end pages, negotiating changes, academic editing, specialist editing (technical, scientific, medical, DIY, legal), style guides, formatting and citation requirements, referencing styles.
- **MODULE 4: WORKING WITH COMPUTERS** – on-screen editing, highlighting, bolding and inserting comments, Track Changes, other computer tools, grammar and spelling checker, word counter, thesaurus, find and replace, Gunning Fog Index, Microsoft Word® readability checker, typography and fonts for the Internet, photos and slides for websites.
- **MODULE 5: TYPOGRAPHY AND FONTS** – typefaces and fonts, roman versus italic, typeface classifications, serifs, sans serifs, decorative font types, choosing fonts, page layout and imposition.
- **MODULE 6: INDEXING** – skills and education, the indexing process, indexing styles, acknowledging *the*, *a* and *an* in index entries, page references, cross-references, double-postings, inversions, the mechanics of indexing, fees and income, indexing as a small business, indexing societies.
- **MODULE 7: LEGAL AND ETHICAL REQUIREMENTS** – legal deposit requirements and registration practices, publishing rights, moral rights, copyright, bias, libel, propaganda, discrimination, ISBN, ISSN, business ethics, publishing terms.
- **MODULE 8: CAREER PATHS** – agents and manuscript assessment agencies, societies of editors, further formal training, editing and proofreading accreditation, career paths, FAQs, finding work in the editing and proofreading industry, fees.

As you can see, the course is comprehensive and wide-ranging. If you would like to enrol in this course, please complete the "Special Offer" form on this page. Alternatively, if you require more information, please contact our Student Services Department on (07) 5630 6132 (Australia) or 0800 771 010 (New Zealand). Our email address is [info@lifestylelearningdirect.com](mailto:info@lifestylelearningdirect.com).

# Great OFFER on our FEATURED COURSE!

As a current or past student, you are eligible for a great discount on our profiled course.

Please note: the successful completion of our introductory Professional Editing & Proofreading course is a prerequisite. At present, this course is only available in paper format.

COURSE	NORMAL PRICE	SPECIAL PRICE	
		UPFRONT PAYMENT	INSTALMENT PLAN
Editing & Proofreading Advanced	<del>\$995.00</del>	\$795.00	\$895.00*

\***Instalment plan:** \$95.00 upfront deposit followed by 10 x monthly payments of \$80.00.

**To enrol in this course, simply complete this form and post to the School today!** Offer expires 30 November 2008.

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

I agree to the Terms and Conditions of enrolment:  
(Please visit our website [www.lifestylelearningdirect.com](http://www.lifestylelearningdirect.com) for full enrolment Terms and Conditions.)

Student's Signature \_\_\_\_\_

I wish to pay \$\_\_\_\_\_ by:

Cheque\*  Money Order\*  Bank Draft\*  Credit Card

\*Made payable to Lifestyle Learning Direct

Visa  Mastercard

Card No.:

Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Please post this entire voucher to the School.  
Alternatively, credit card payments may be faxed –  
Australia: 07 5630 6195 / New Zealand: 0800 775 050



Code: KTS0809

## TUTOR PROFILE

### Kay Stephen



My path towards an editing and proofreading career wasn't really straightforward – when I took a break from full-time work to rear my children, I decided I wanted to work from home. Building up a client base took some time, but I soon accumulated a return clientele of uni students. This job required dedication and the need to type, edit and proofread their work "yesterday"!

Later, after relocating to Queensland's Gold Coast, I spotted an interesting job advertisement and, before I could say 'I want to be an editor',

I was thoroughly immersed in typing, editing and proofreading the correspondence and manuscripts of a well-known natural therapist and author. In conjunction with this, I began formal studies in editing and proofreading and now manage my editing, proofreading and typing business from my home office.

I continue to work with the natural therapies clinic and oversee the correspondence for the clinic's extensive mail order business, as well as editing the owner's e-books and manuscripts. The wonders of technology mean I can work with a therapist in the US, writing to patients all around the world from my office in Australia!

Although I work irregular hours, the editing and proofreading profession is, for me, more fun than work. Jumping from one project to

another without missing a beat and ensuring I stick to my schedule can be the most difficult part of the job but, with some freedom to work the times I choose, I enjoy the luxury of a mid-afternoon break for a walk on the beach in the sunshine – free of the "nine to five" grind!

Through my work, I continue to explore a variety of topics: from cultures and people and animals to the complexities of medical terminology, to the "groms" and "ma's" and "noseries" particular to surfers.

I consider myself fortunate to work with The Writing School, as helping others to understand and maintain the joys of our English language is as wonderful an experience as helping writers to produce the best material possible.



My initial signing up for my (Comprehensive Writing) course was in 1993. I began writing with a hiss and a roar, and the first fifteen assignments were sent off at fairly good intervals. I felt I could eventually write articles on life experiences, including my fight with breast cancer, the chemotherapy treatment, and the trauma of losing three babies with ectopic pregnancies.

However, in 2000 my biggest trauma occurred when my very fit and young husband died while mowing a lawn for an elderly friend. My writing course went by the wayside as I eventually sold our home and moved to a completely different area. I also closed-up house and lived overseas for a year. The bottom of my world had fallen out and I knew I had to make a new life. Eventually I did just that. Now settled in a small historic village in New Zealand, I have a new partner and we operate a bed and breakfast business together. It is hard work, but also fun.

Through all this, the final five writing assignments were

always on my mind; I felt a failure for not completing the course. Two years ago I contacted the Writing School and requested that I take up the reins again. Luckily for me, even after such a long gap, it was agreed I could restart my course.

Now, my last assignment has been composed, typed and sent on its way. What a great feeling! Now, my wish is to continue writing whenever I have the chance. I thank the Writing School staff for their patience and encouragement. Thanks also to my tutors for their great advice over the last fifteen years.

### Christina Chamberlin



(Note: if your course expiration date is looming and you are unable to complete your studies by the nominated date, simply contact our friendly Student Services Department staff for course extension details. – Ed.)



I've just completed the Comprehensive Writing Course and I enjoyed the assignments, the books I purchased and the feedback from my tutor (Michael Pyne) as they helped me achieve all my predetermined writing goals to date. Many of my assignments (some multiples) have been published and I have had more than 300 articles published in newspapers and magazines throughout Australia and overseas. My dearest wish is to go on and write a novel.

I have come to realise that, for a writer, the importance of perseverance cannot be overestimated. Having rhinoceros (thick epidermis) in your lineage is an advantage as it is imperative not to be deterred by rejections – all writers get them.

I wrote an article several years ago, which involved a lot of research and interviews, concerning the implications of naval sonar with whale strandings.

A national newspaper contemplated it for some time then pulled the plug, which sent me off on the rhinoceros theory. Sometime later, however, I noticed that the editor had moved on, as they often do, so I resubmitted the article. Fourteen months after I first wrote the story, the same newspaper published it as a three-page spread (including front cover) in Saturday's supplement section, along with eight photos! Clichéd, I know, but who said Rome wasn't built in a day?

One realisation that has embedded itself in my mind these last few years – from the germination of an idea, to the hours of research and writing, to those horrid little things called rejection slips – is that ABILITY (which can be learnt) + BELIEF (which can be instilled) + PERSEVERANCE (anyone can be persistent) = PUBLICATION (which means you get paid!).

Sincere and best wishes to all,

Paul Granston

## EM@ILING ASSIGNMENTS



### Want to dramatically reduce your assignment turnaround times, save postage and complete your course faster?

Many students don't realise they can submit their assignments via email, and a simple click of a button can have your work winging its way through cyberspace instead of travelling by regular "snail" mail. However, if you wish to use this submission option, the following procedures will simplify the process.

- Assignments must be saved as Word® documents (.doc file extensions) and submitted as a single file. Any graphics must be included in the file and not sent separately.
- Submit only one assignment at a time and wait for its return before emailing the next.
- For clarification purposes, the email subject heading MUST include your student ID, course name and assignment number.
- Editing & Proofreading assignments can only be emailed if the attachment is a clear scanned copy and can be easily read.

When our Student Services Department receives your emailed assignment, it is directly forwarded to your tutor for marking, circumventing possible postal delays. A reply is also emailed to you, confirming our receipt of your assignment.

Students who elect to submit their assignments electronically, also receive additional modules of their course in this format, along with the return of their marked assignments.

If you would like to submit your assignments by email, simply send them as file attachments to [info@lifestylelearningdirect.com](mailto:info@lifestylelearningdirect.com). Please note: for practical purposes, assignments for some of the design courses (such as fashion, garden and interior) are unsuitable for emailing. If you are unsure of the requirements, please contact our Student Services Department.



## Contact Details

The official addresses of The Writing School, The Sackville Academy and Lifestyle Learning Direct are:

### AUSTRALIA

PO Box 6944, Gold Coast MC, QLD, 9726

Tel: (07) 5630 6132

Fax: (07) 5630 6195

### NEW ZEALAND

PO Box 91994, Victoria Street West, Auckland, 1142

Tel: 0800 77 10 10

Fax: 0800 77 50 50

Email: [info@lifestylelearningdirect.com](mailto:info@lifestylelearningdirect.com)

Web: [www.lifestylelearningdirect.com](http://www.lifestylelearningdirect.com)



## Student Services Department

### Unallocated Payments

If you elect to pay your course instalments by direct deposit via the Internet, don't forget to include your Student ID in the reference box. Without lodgement details, our Accounts Department is unable to credit instalment payments to the appropriate account.

### New Zealand Postage Rates

New Zealand Post increased postage rates on May 30 2008, and the minimum rate for C4 envelopes, which students use to return their assignments, is \$1.50. This rate will increase if the envelope exceeds a certain weight. If you are unsure of your NZ postage requirements, please check with your local post office. The incorrect stamp value means NZ Post will return your outbound assignment to us, which will cause a delay in the delivery. Alternatively, why not email your assignments (see information on this page).

### Change of Address Notification

To ensure the details on your Certificate of Completion are accurate and we maintain contact with you, please let us know if you have any name or address changes, including email address.

## Submission Deadline

The submission deadline for the December issue of our newsletter is October 24 2008. Please address all correspondence to The Editor, *The Knowledge Tree*, PO Box 6944, Gold Coast MC, Qld, 9726, or email [editor@lifestylelearningdirect.com](mailto:editor@lifestylelearningdirect.com).

## Newsletter Delivery

New students: if you wish to receive a mailed copy of our next newsletter, don't forget to send your annual subscription, plus the completed form (page 1), before October 31.

## Your News

Do you have a funny or interesting success story to share with us as a result of your course, or perhaps there's a special reason why you started your course in the first place? Tell us in approximately 300 words and we'll publish our favourites in the "Stories to Inspire" section in the next edition of *The Knowledge Tree*. We'll even include a photo if you'd like to send us one. Every printed submission will receive a \$10 Student Book Club voucher.

## FEEDBACK FROM THE KNOWLEDGE TREE



*The Knowledge Tree* is a good publication to provide a link between the academy and other students.

April Edwards