

Copy Editing: Clarity Without Losing the Voice

BEFORE & AFTER | EDITING & PROOFREADING

Sample brief

A fictional community garden sends a friendly volunteer update. Keep the welcoming tone and the practical details while correcting errors and improving readability.

Before | unedited demonstration text

Hi everyone, we're excited to welcome you back to the garden this Saturday, there is a few things to know before you arrive. Bring gloves, water and a hat if its sunny. The tools, which was left by the shed last week needs to be returned their after use. We'll start at 9am and finish around noon, if you can only stay for a hour thats fine too. Please tell Maya if your bringing a friend so we can plan enough tasks. We want the morning to feel relaxed but also make sure the new beds are ready, and everyone have something useful to do. If it rains heavily we'll email by 7am, otherwise assume were going ahead.

After | edited text

Hi everyone,

We're excited to welcome you back to the garden this Saturday. Here are a few things to know before you arrive.

Bring gloves, water, and a hat if it's sunny. Please return tools to the shed after use. We'll start at 9 a.m. and finish around noon. If you can only stay for an hour, that's fine too.

Please tell Maya if you're bringing a friend so we can plan enough tasks. We want the morning to feel relaxed, get the new beds ready, and make sure everyone has something useful to do.

If it rains heavily, we'll email by 7 a.m. Otherwise, assume we're going ahead.

Selected changes

- Corrected agreement: "there is a few" and "everyone have."
- Fixed commonly confused words and missing apostrophes.
- Separated comma splices and standardized time styling.
- Simplified the tool-return sentence without changing the instruction.
- Preserved the friendly welcome and flexible attendance policy.

Query before publication

Confirm whether "by the shed" or "inside the shed" is the intended tool-storage location. The edited version keeps the instruction general pending clarification.