

Editorial Review & Feedback Sample

Original Writing Sample

Owner-created portfolio demonstration. Not paid customer work.

Sample excerpt

A growing company often adds new procedures as problems come up. Over time, those procedures can become difficult for employees to follow because the information may live in several places. Some instructions are shared by email, some are mentioned during meetings, and others are passed from one employee to another. When this happens, the company may believe it has a process, while employees are actually relying on memory and informal habits.

Sample editorial comments

1. Clarify the core point

The opening is strong, but the paragraph could state the main takeaway earlier: scattered procedures create inconsistency even when the organization believes a process exists.

2. Watch repeated ideas

The references to information being stored in several places and shared through several channels are closely related. Consider tightening these into one concise example.

3. Strengthen the transition

The final sentence introduces an important contrast - formal process versus informal habit. That contrast could be emphasized because it appears to be the paragraph's key insight.

4. Preserve the author's tone

The language is accessible and professional. I would keep that tone rather than making the passage overly technical or academic.

Editorial summary

This passage has a clear business focus and an approachable voice. The strongest idea is the gap between having written procedures and having procedures employees can actually follow. I would preserve that central idea while tightening repeated examples and strengthening transitions. Across a full manuscript, I would also track terminology, tone, section structure, repeated themes, and places where the reader may need additional context. Possible delivery formats: tracked changes, margin comments, section-by-section notes, and a concise editorial summary.