

Professional Editing Services

Ron A. Zajac



PHONE (09) 2607 4155 - E-MAIL razajac@gmail.com
URL <http://www.ronazajac.com/> - SKYPEID razajac

Background

After positive experiences helping marketing doctoral candidates preen their dissertations for English grammar and style, I'm offering my editing services to anyone needing help with their English texts.

My background is quite varied:

- I obtained a Bachelors degree from Michigan State University (MSU) in 1985. The degree is in *Natural Sciences with a Concentration in Computer Science*. This was a "general sciences" curriculum (Physics, Biology, Chemistry), with a dose of computer science. I attended the Lyman-Briggs "inner college" at MSU which, in addition to the above, requires humanities-oriented coursework. This gave me some acquaintance with the history and philosophy of science, as well as good writing and editing experience.
- I studied music at Oakland University (Michigan, USA) and have studied classical guitar for many years: I am well versed in the concepts and terminology of western music.
- I worked in computer technology for 15 years, mostly in support, and including some programming.
- I taught English as a Second Language (ESL) at Collin County Community College in Plano, Texas (USA) for 2 years. This included classes in Grammar and Writing. My reviews were positive.
- I obtained 12 Masters Credits in ESL and Linguistics at the University of Texas at Dallas (USA).
- I taught English from March 2004 to March 2008 at a Joy English Language School in Dongshi, Taiwan.
- I did Chinese language studies at National Taiwan Normal University in Taipei.
- I've been teaching English since October 2009 at Compass English in Taichung, Taiwan.

Facilities

I have a laptop equipped with the Microsoft Office 2010 suite and Internet access. The work can be done remotely, with documents exchanged via email attachments and a custom downloading space I create for you on my Web page.

Services

I can tune my approach to your needs. However, here is a teamwork scenario that has worked for most cases:

- We schedule an interactive editing session on Skype, a free, high-quality, and very effective computer based VOIP (Voice-Over-IP) phone service. If you don't have Skype, get it at <http://www.skype.com/>. Note that it requires a high-bandwidth Internet service, like ADSL.
- Prior to the first session, you send me the document needing review in Word™ format.

- You call me at the appointed time. I make a note of the starting time, and the session begins.
- I read a paragraph very quickly, and consult you on points of meaning while applying grammatical, stylistic, and even (if agreed) small content fixes. After editing on the paragraph is completed, I message it back to you for your verification. We continue this for an hour or so.
- At the conclusion of the session, the following things happen:
 - I note the stopping time.
 - We schedule the next session and discuss any other important matters.
 - We hang up.
 - The time is logged.
 - I put the updated file (or files) in your personalized space on my Web page.
 - I send you an email notifying you of the Web space update. You can go there to download the updated version of your document, *if* you wish to privately do any further edits prior to our next appointment. If you do, you'll need to then email the touched-up document to me before our next session.
- The process repeats until one pass on the entire document has been completed.
- Typically, one more session is arranged for a quick “second pass” over selected parts of the document, or the entire document. You decide if a second-pass session is necessary.

Rates

- NT\$600/hr. for remote (in-home) editing work.
- If it is deemed necessary for me to travel, travel expenses can be negotiated.
- Payment-in-full upon delivery of finished work.

References

Client	Project	Institution	Contact Info
Wen-Chin Tsao	<i>Doctoral Dissertation:</i> The Effects of Advertising on Brand Trust, Brand Affect, and Purchase Intention over Time	National Taiwan University of Science and Technology (NTUST)	E-mail: tsao@ncit.edu.tw Phone: 0921-368950 SkypeID: bluebluesky3203
San-San Hsing	<i>Doctoral Dissertation:</i> Less Is More: How Scarcity Influences Consumers' Value Perceptions and Purchase Intent Through Mediating Variables	National Taiwan University of Science and Technology (NTUST)	E-mail: hsings@ms15.hinet.tw