

# G.R.A.P.E

## SERVICES

**GAYLE RANDALL - ASSESSMENT, PROOFREADING, EDITING  
SERVICE  
(FOR ALL YOUR WRITING NEEDS)**

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### COMPANY STATEMENT

**'A KEY TO UNLOCKING WRITING  
PROBLEMS'**

### WHO ARE WE and WHAT DO WE DO

- Proofreading and editing service
- Critique of any written material.


### SPECIALISES IN

- Developmental and Structural Editing
- Scribing
- Researching
- Tutoring

## DEVELOPMENTAL & STRUCTURAL EDITING

Developmental/Structural Editing is a very collaborative endeavour between the author and **GRAPService** where aside from standard grammatical corrections and punctuation, **GRAPService** will check and improve the logical structure and flow of ideas, address any contextual or writing issues, and monitor the coherence of any facts, figures or references that may occur during the initial writing and editing phases.

**GRAPService** will then comment and/or make suggestions that will in no way change the voice or vision of the document, but will assist to produce the best writing, acknowledge the intended audience and deliver the best content. In doing this the author has the final say for **ABSOLUTELY NO** changes will be made without **PRIOR CONSENT**.



*A developmental editor sees a writer's potential and devotes time and resources to nurture that writer's work and style ...*

## SCRIBING

The scribing specialty at **GRAPService** is also two-fold. Firstly a representative will travel on-site/or work remotely through on-line programs such as skype and record information by taking notes and/or a summary of the meeting procedure or a corporate event; then it will write a polished document which will be delivered to the corporate body, organisation or individual. Secondly, scribing entails copying and typing up of manuscripts or documents, and assisting with the writing of any material.

## RESEARCHING

Research includes: writing academic papers; upon queries; and for personal research. It includes identifying a topic and actively gathering information for the purpose of further understanding that topic. It also includes sorting through post-collection information, correlating, summarising and analysing the same. It is also determining which of the resources are the most suitable; most correct; and/or the best representations of knowledge or opinion required for a topic

# COMPANY ACHIEVEMENTS

## TUTORING

As a tutor **GRAPService** helps students improve academic performance. We work with individuals or with groups; or through on-line support. **GRAPService** instructs students with ways to improve their study skills, test-taking strategies, note-taking skills, grasp content, or write assignments including appropriate referencing

**GRAPService** is a grass roots company which has only been in working operation for six months.

In that time it has worked on several remarkable projects. These include:

Developmental/Structural Editing – Annual Report - Aboriginal Areas Protection Authorities (Northern Territory Government)

Developmental/Structural Editing - a non-fiction book - 'A Call to Prayer' - Kenny Phiri (Minister - Forward in Faith Darwin)

Proofread/Developmental Editing – journal article – Dr Curtis Roman (Head of Indigenous Studies at Charles Darwin University)

Developmental/Structural Editing – non-fiction book – Olga Collis-McAnespie (Aboriginal Elder - Noonamah Northern Territory)

Developmental/Structural Editing – fiction novel – Ariel Brown (on-going)

Copy-typing – Introduction Reports and Referee Reports – sub-contract to On Time Typing

Researching – Academic and Private Topics

Tutoring – University Students





## ACADEMIC ACHIEVEMENTS

- Master of History – University of New England - 2013
- Bachelor of Liberal Studies – Griffith University – 2010
- Advanced Diploma Arts – Professional Writing and Editing – Australian College of Journalism – 2007

## PERSONAL ACHIEVEMENTS

Scribed – over 20 years' experience scribing for a number of sporting and community organisations

Writing – 10+ years' academic writing – portfolio of approximately six papers on Academia

10+ years' experience business writing, media releases, grant writing and other documents

Transcription – 3 months experience

