



Developmental Editing
Presentation Coaching
Accent Reduction

H-B Consulting

Editing

&

Professional Communication Training

Personalized Consulting and Editing will help you to:

- ◆ Assure that your written English is accurate and idiomatic
- ◆ Organize the presentation of your ideas for clarity and conciseness
- ◆ Coordinate your manuscripts with the required style sheet for publication
- ◆ Create well-composed Power Point® slide shows and presentation materials
- ◆ Develop your public speaking skills:
 - ◇ Improve your pronunciation (accent reduction)
 - ◇ Use the conventions of oral delivery effectively
 - ◇ Present research papers, rounds, or reports with confidence

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*EDITING and
PROFESSIONAL COMMUNICATION TRAINING*
Maria Hosmer-Briggs, consultant

Service Fees

Fees are dependent on the type of consulting help the client needs. I offer different levels of help, from simple copy editing through intensive focus on increasing the client's proficiency in using the English language in professional settings.

I will meet with the client to evaluate the services needed, and to agree on an appropriate fee.

Contract fees take into account the time frame needed to accomplish the client's goals, and the complexity and intensity of the editing or instruction required.



The advantages of intensive communication consulting

Professional writing, no matter what the genre, has to be technically precise in order to present the author's ideas accurately. Each professional setting has its own requirements and conventions, which must be observed in writing for that field. This holds true for fiction and non-fiction as much as for research writing and corporate reports. Presenting results or promotion orally in public settings adds another challenging dimension to communication skills.

In addition, if you are an international scholar or professional you may often find that writing well and speaking fluently in English is difficult. It is not necessary to produce work that reads as though it were written by a native speaker, or to speak like one. It may not even be possible to do that. **But it is important to make sure that your oral or written communication can be easily understood.**

Editorial consultation addresses these difficulties.

I work with clients to decide what their specific needs are, based on the type of writing and oral communication they are doing and the level of consultation editing help they want. Clients work with me to define and address those needs.

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