

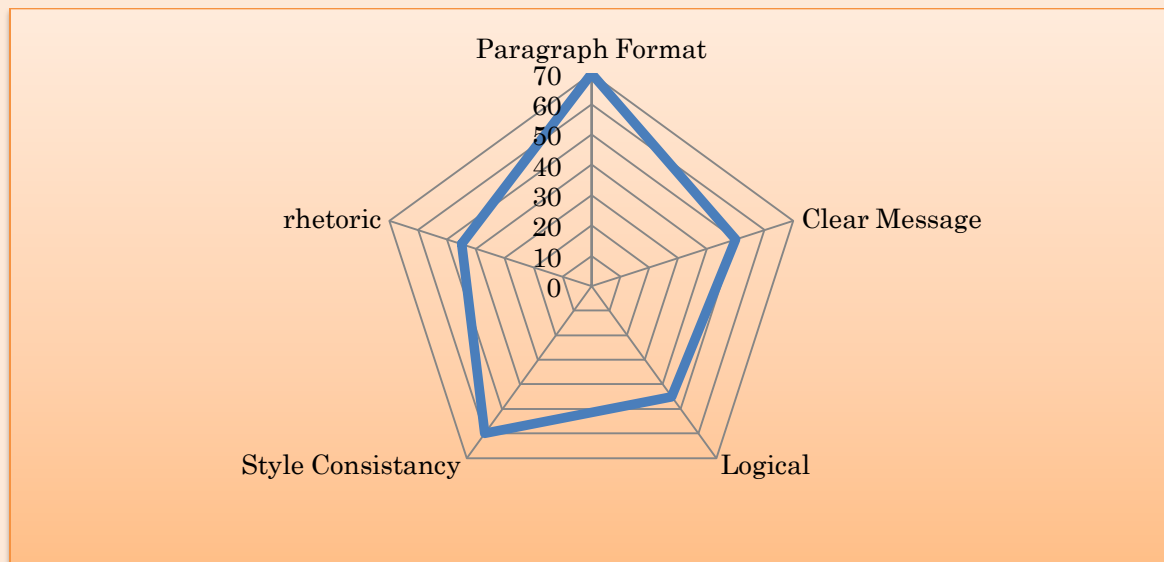
フィードバックレポート Editing Feedback Form

SI No	質問 Question	回答 Answer	原稿の詳細 Details of work done on the manuscript
1	添削の必要性の有無 Was the document well written or needed considerable editing?	Yes	このレポートは、ほぼ問題なく作成されているため、添削の必要性があまりない。The document was well written and did not require much editing
		No ✓	このレポートは、より論旨を明確に伝えるために添削を要する。The document required considerable editing and polishing to improve clarity and to make proper sense.
2	どのレベルで添削が必要か？ What level of editing was required on the manuscript?	校正 Proofreading	単語レベルの添削。誤植、スペルミス、重複する単語、句読点などの問題に対処します。Also called Word-Level Editing, this kind of editing addresses typos, repeated words (the the), spelling, punctuation and formatting issues (how things look on a page) as they occur in the document's final environment.
		コピー編集 Copyediting (Line editing)	文単位の編集。文法、語法や一貫性の問題にフォーカスします。書き手は詳細に固執しすぎる等の理由で、論点を失ってしまうことが多く、ここではそうした間違いを修正します。Also called Sentence-Level Edit, this kind of editing addresses grammar, usage and consistency issues. Author can lose track of many small details over the course of writing a manuscript. Here we fix all such small errors.
		実質的編集 Substantive editing	大綱編集、発展的編集、構造編集あるいは実質的な編集と呼ばれるものです。この種の編集は原稿を広範囲にわたり改訂する必要があります。そのために原稿の中にインライン校閲を加え（MS-Word使用時）エディティング専門家からその根拠についてのコメントが加えられます。コメントは英語原稿のスペル、語彙、文法、句読点、言い換え、文構造の修正等が含まれます。また使われた語彙の適正などを吟味して作者のスタイルが首尾一貫して論理的で意味があるように調整します。 Also called Big-Picture Editing, developmental editing, structural editing or substantive editing. This kind of editing involves thorough and comprehensive revision of the manuscript, incorporating substantive changes to the text to improve its organization and quality of communication, making inline correction of the texts and providing expert comments for the author (using the new comment tool of MS Word) wherever necessary, checking and correcting the manuscript's English language for spelling, vocabulary, grammar and punctuation, rephrasing, revising the sentence structure, improve word choice as well as adjust the style to make it consistent, logical and meaningful. While performing editing, special care is taken to edit it in the context of the subject, and ensure that the intent of the author (which he/she want to convey) does not get changed after the editing.
		広範な実質的編集 Extensive substantive editing ✓	この種の編集は前後の大きな文の塊を移動させたり、いくつかのパートを切り取るなどの再構築作業が含まれます。この事でより論理的にかつ科学的に文章を明確に表現します。 This kind of editing involves moving large chunks of text around, cutting some sections as well as adding some text content logically and scientifically to make it logical and clear.
		書き直し Rewriting	文章が非常に混乱をきたし、読み手には不明瞭なため文章の書き直しが必要となります。 The document was very confusing and unclear, and required complete re-writing of the text.
3	原本が、言語スタイル、大文字（小文字）、省略形などが首尾一貫しているか Was the Style in terms of Language, capitalization and abbreviation in the original document consistent?	Yes	レポート全体を通してアメリカ型のスタイル踏襲している American style was consistent all throughout the paper.
		No ✓	スタイルがレポートを通して一貫性に欠けている。 アメリカ型とイギリス型が混在している。私の方で、均一性と一貫性のためにアメリカ英語でレポートを編集しました。 The English style in the original document was inconsistent. There was a mix of both American

			and British English. According to the standard style, I have edited it in American English for uniformity and consistency
4	スペル、文法、文構造、句読点、冠詞、前置詞、時制、動詞の活用、カンマ、構文、文と段落そしてフォーマットスタイルは一貫性があるか？ Was the level of spelling, grammar, including sentence structure, punctuation, article, preposition, tense, verb, comma, syntax, sentence and paragraph and formatting style consistent?	Yes	基準を満たしているレベル Acceptable
		No ✓	条件を満たしていない。修正が必要となる。 Not acceptable and needed fixing a significant part of it.
5	文の構成と流れは論理的で明瞭に伝えられているか？ Was the structural organization and flow of text logical with clear message?	Yes	流れはスムーズで明瞭 The flow of matter was smooth and clear
		No ✓	流れは不明瞭で読み手は困惑してしまう。大幅な再構築と文章に磨きをかける必要がある。 The flow of matter was not clear and confusing. It required significant re-organization and polishing.
6	引用方法は首尾一貫しているか？ Was the citation style (APA, MLA, CMS, Harvard, Turabin, etc) consistent?	N.A	引用スタイルは首尾一貫している The citation style was consistent
		N.A	引用方法には一貫性が欠けている。大幅な修正が必要。 The citation style was inconsistent and required significant correction.
7	推奨される添削のレベル Recommended Service *	構成 (Proofreading) / コピー編集 (Copyediting (Line editing)) / 実質的編集 (Substantive editing) / 広範な実質的編集 (Extensive substantive editing) / 書直し (Rewriting)	✓

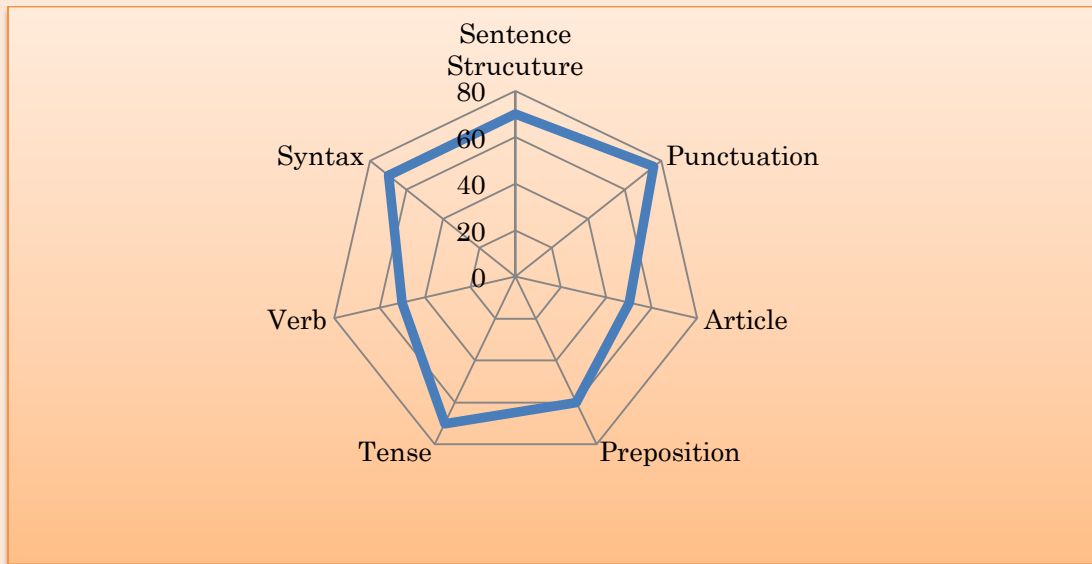
- This is just an indicator made on the basis of the document.

Logical Writing



Paragraph Format: 段落形式 **Clear Message:** 明瞭な伝達 **Logical:** 論理的
Style Consistency: 書式が首尾一貫 **Rhetoric:** 説得力

Grammatical Check Points



Sentence Structure: 文章構造 **Punctuation:** 句読点 **Article:** 冠詞 **Preposition:** 前置詞
Tense: 時制 **Verb:** 動詞の使い方 **Syntax:** 構文

Areas for improvement in your writing:

- Your writing is poor/good/fairly good/very good/excellent; therefore, we recommend to enhance the below areas in your writing to qualify as an acceptable document.
- Read your manuscript at least twice before you submit. It is a good habit, and that would prevent any careless mistakes and spell error (typos).
- Logical writing flow: Good English writers normally start with general idea, and then make it specific in details. Next time, please try to use this technique.
- RECOMMEND BOOK:
The Writer's Workshop: Imitating Your Way to Better Writing- by Gregory Rope

[Please Click here to see Recommend Book](#)

Grade for your work:

B-

We are looking forward to improvement in your next writing project.