

Professional Portfolio

Erica Fourie

t/a Edit Align

EditAlign



Introduction

Hello, my name is Erica Fourie, and I have worked as a freelance content editor and document formatter since 2017. I specialise in creating high-quality documentation for clients across different industries, particularly in the educational sector. Before freelancing, I spent nine years working at a higher education institution, where I developed a passion for creating error-free and visually appealing study materials and assessments to support lifelong learners.

My strength lies in working with large, content-heavy documents that require meticulous refinement. This is where my copyediting, layout, and design skills genuinely shine. I have a keen eye for detail and consistency, ensuring that the content editing and layout align with the provided style guides. This commitment transforms written material into well-organised, flowing, and unambiguous documents ready for print or electronic use.

Services Offered



Proofreading

Proofreading entails identifying and correcting grammar, spelling, punctuation, and formatting errors. The goal is to ensure the document is polished, professional, and free of any mistakes that could detract from the reader's experience.

My Process:

Initial quick read: I start by scanning the passage and correcting superficial errors, such as typos, misspellings, or misplaced punctuation. This helps to clean up the document and allows me to focus on more detailed issues in the next pass.

Second, detailed read: I read the text a second time and pay close attention to consistency in spelling (e.g., UK vs. US English), punctuation, and formatting to align with specific style guidelines.

A final read: This third read is a comprehensive review from top to bottom, a final opportunity to catch any overlooked mistakes and to confirm the correct usage of punctuation to aid in the flow of the passage.

Services Offered



Copyediting

Copyediting is divided into mechanical editing (sometimes called language editing) and substantive editing. We can also refer to these two types as “light” and “heavy” editing. Mechanical editing is much the same as proofreading, where language correctness and consistency are checked, while substantive editing deals with the organisation and presentation of the content, involving rephrasing, reorganising, reducing, or simplifying content and other elements in a document.

Depending on the length of the document I work with, my approach typically entails the following:

- A quick read through the passage to get an overall understanding of the content.
- Correct all superficial language errors and check for consistency in spelling.
- Address all confusing, ambiguous, overcomplicated and vague language and suggest alternative phrasing.
- Ensure that the language is concise and that there aren't any gaps.
- Look out for plagiarism and other ethical problems.
- Test factual accuracy where necessary.
- Any uncertainties are raised with the subject matter expert.

Services Offered



Document Formatting and Layout Design

The technical and visual aspects of any document are as important as the content therein. A document that appears messy is difficult to navigate, becomes distracting, and often leads to the reader losing concentration or interest. Microsoft Word is a powerful tool for creating professional, well-organised documents, particularly for longer pieces such as study materials and manuscripts.

Typical features and functions I use:

- Styles and Themes
- Table of Contents
- Auto Numbering
- Footnotes, Endnotes, and Captions
- Headers and Footers
- Table and Chart Insertion

For shorter or more creative works, I use CorelDraw, as this software allows for more freedom of design and layout. Documents are made available in PDF format.

Samples of Work



Higher Education Study Guide

The developer converted this study guide from PDF to MS Word to update the content. However, the **formatting and layout** were far from the desired template, with unnecessary section and column breaks and a wrong numbering system.

As Received

5.5 → Fiscal Policy¶

Fiscal policy and the main budget of national government is the responsibility of the National Treasury. The national budget is the principal document that outlines fiscal plans and objectives of national government. So fiscal policy, by definition, is all efforts made by national government to manipulate government expenditure, taxation and government borrowing, which in turn influences expenditure, production, and income in the economy. Thus, the budget only relates to national government and not general government.¶

5.5.1 → State, Government and Public Sector¶

National Government Departments¶	Section Break (Continuous)¶
+ Social Security Funds¶	= National Government (main budget)¶
+ Extra budgetary institutions + Universities¶	= Central Government¶
+ Provincial Governments + Local Governments¶	¶
+ Public Business Enterprises and Corporations¶	= General Government¶
..... Column Break	¶
	= Public Sector¶Section Break (Continuous)¶

¶
Within the budget we highlight these key areas of fiscal policy. Hereinafter we refer to the following as the fiscal policy instruments: government spending/expenditure, taxation and government borrowing.¶

1.→ Government Spending/Government Expenditure – Government spending relates to all the spending activities of national government, be it infrastructure development, investing, granting of scholarships, etc. Government can either, according to the prevailing objectives, increase government spending or reduce government spending.¶

After

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1.9.1. →State, Government and Public Sector¶

National Government Departments¶	= National Government (main budget)¶
+ Social Security Funds¶	
Extra budgetary institutions¶	= Central Government¶
+ Universities¶	
Provincial Governments¶	= General Government¶
+ Local Governments¶	
Public Business Enterprises and Corporations¶	= Public Sector¶

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Samples of Work



Online School Lessons

The content for the lessons was provided in an unpublished textbook available in MS Word. Individual lessons were placed on the client's approved template, **formatted and proofread**.

I created over 600 of these lessons in three months.

As Received

SOLVING LINEAR INEQUALITIES¶

¶

Methods used to solve linear inequalities are like the methods used to solve linear equations. The largest exponent of a variable is 1. The difference is when there is a minus sign during multiplication and division.¶

Let us look deeper at this difference:¶

- → If we know that $12 > 4$, then divide the inequality on both sides by -4 , we will get $-3 > -1$. However, this is not true! In order to make it true we need to switch the inequality sign around: $-3 < -1$.¶

We must solve the equation before we can compare the inequality to a normal equation.¶

- → There is only a single value when solving for an equation.¶
- → A range of values when solving for the inequality.¶

The big difference between an equation and an inequality¶

After

How to solve linear inequalities

Methods used to solve linear inequalities are like the methods used to solve linear equations. The largest exponent of a variable is 1. **The difference is when there is a minus sign during multiplication and division.**

Let us look deeper at this difference:

- If we know that $12 > 4$, then divide the inequality on both sides by -4 , we will get $-3 > -1$. However, this is not true! In order to make it true we need to switch the inequality sign around: $-3 < -1$.

We must solve the equation before we can compare the inequality to a normal equation.

- There is only a single value when solving for an equation.
- A range of values when solving for the inequality.

The big difference between an equation and an inequality.

Samples of Work

Blog Article

This excerpt comes from a car care article published on a service centre's website.

My role for this client was **copyediting**. I used track changes in MS Word and applied changes to improve the readability and match the tone and language preferences of similar articles on the website.

As Received

KEEPING YOUR CAR WINTER FIT

Winter is here and while we bundle up to stay warm, our cars also need attention. The cold whether can be bad for cars, but we know how to care for them. One of the most important aspects of car care during the winter is ensuring you use the right anti freeze.

Antifreeze lowers the freezing point of water in your car to prevent freezing on very cold days. Your car's engine can suffer damage if there isn't enough water flow to keep it cool, and that is why the right amount of colant is needed to prevent costly repairs and inconvenient break downs.

Applying antifreeze is a straightforward process, but it's essential to do it correctly. Here's a step by step guide:

- Drain the old coolant: Its recommended to drain and replace the coolant in your radiator every year. This ensures that the cooling system performs effectively.
- Choose the right product: Not all antifreeze products are the same. Be careful of cheap products as they can be diluted and less effective. Investing in a quality product can save you from potential issues down the line
- Refill the radiator: After draining the old coolant fill the radiator with the new antifreeze. Follow the manufacturers instructions for the right mixture of water and antifreeze
- Check for leaks: Now is also an excelent time to inspect the radiator and pipes for any damage or leaks.

If you don't know about product choice or want to avoid getting your hands dirty, let the professionals at a Vehicle Service Centre assist you. The mechanic can check the coolant using a hydrometer to ensure the balance is perfect. He can also check rust particles or white surface spots indicating electrolyses.

After

KEEPING YOUR CAR WINTER-FIT

Winter is here, and while we bundle up to stay warm, our cars also need attentionextra care. The cold wheather can be bad-harsh on vehiclesfor cars, but we know how to care for themwith the proper precautions, you can keep your car running smoothly all season long. One of the most important-crucial aspects of winter car care during the winter is ensuring your radiator liquid is maintained correctly with -use the right anti-freeze.

The Importance of Antifreeze

Antifreeze lowers the freezing point of water in your car to prevent freezing on in very cold daysclimates. Your car's engine can suffer significant damage if there isn't enough water flow to keep it-the workings cool, and that is why the right amount of colant is needed to prevent costly repairs and inconvenient break-downs.

How to Apply Antifreeze

Applying antifreeze is a straightforward process, but it's essential to do it correctly. Here's a step-by-step guide:

- Drain the old coolant: It's recommended to drain and replace the coolant in your radiator at least once aevery year. This-Doing so ensures that the cooling system performs effectively.
- Choose the right product: Not all antifreeze products are the-samecreated equal. Be careful-cautious of cheaper products-options, as they can-beare often diluted and less effective. Investing in a quality product can save you from potential issues down the line.
- Refill the radiator: After draining the old coolant refill the radiator with the new antifreeze. Follow the manufacturer's instructions for the right-correct mixture of water and antifreeze.
- Check for leaks: Now is also an excellent time to inspect the radiator and pipes for any damage or leaks.

If you don't-knoware unsure about product choice or want to avoid getting your hands dirty, let the professionals at a Vehicle-vehicle Service-service Centre-centre assist you. The-Your mechanic can check the coolant using a hydrometer to ensure the balance is perfect. He can also check for rust particles or white surface spots indicating electrolyseselectrolysis.

Samples of Work



Real Estate Contracts

The instruction for this contract was to “make it look better, fast”.

I did that!

As Received

15 TRANSFER AND COSTS

- 15.1 Following Recording Date and by no later than Repayment Date, alternatively in accordance with clause 10.2, the parties shall instruct the Conveyancer to attend to the transfer of the Land.
- 15.2 The parties undertake to sign the transfer documents when called upon to do so by the Conveyancer.
- 15.3 The Purchaser acknowledges that:
 - 15.3.1 The Land is held in terms of the Title Deeds;
 - 15.3.2 The latest date at which the Proposed Townships shall be registrable in the name of the Purchaser is Repayment Date, being a date not later than three (3) years from the Signature Date;
 - 15.3.3 If the Proposed Townships are not registerable by Repayment Date, the Purchaser shall take transfer of the Land, provided the Purchase Price has been paid in full;
 - 15.3.4 Subject only to the provisions of clause 10.2, the Purchaser shall not be entitled to transfer of the Proposed Townships or Land, as the case may

After

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 - 15.3.3 If the Proposed Townships are not registerable by Repayment Date, the Purchaser shall take transfer of the Land, provided the Purchase Price has been paid in full;
 - 15.3.4 Subject only to the provisions of clause 10.2, the Purchaser shall not be entitled to transfer of the Proposed Townships or Land, as the case may be, unless the Purchase Price has been paid in full and/or secured to the satisfaction of the Seller and all transfer and bond costs, if any, have been paid.

Samples of Work



Create Workbook

This client is a Wellness Coach and Rapid Transformational Therapy (RTT) Practitioner. We created a workbook for a program from merely an idea in Excel to an elegant printable handout.

As Received

E
page 5
DAY 3
I AM AFFIRMATIONS
I am
I am
I am
I am
I am
I am doing my
Habit of action
I am choosing to eat
I am choosing to eat more of
I am choosing to add to my
I am choosing to exclude
Gratitude
I am grateful for
I am grateful to
I am thankful for
I am thankful to
I appreciate my
I am appreciative for

End Product

DAY 3

I AM AFFIRMATIONS

I am

I am

I am

HABIT OF ACTION

I am choosing to

I am choosing to (do) today.

I am choosing to add

I am choosing to leave out

GRATITUDE

I am grateful for

I am grateful to

I am thankful for

I am thankful to

I appreciate my

I am appreciative for

21-DAY TRANSFORMATIONAL EXPERIENCE

The content went through several change iterations since the initial brief.

Icon					
Today I am grateful for					
I am giving thanks for					
Icon					
I am appreciating my					
(Doing more of the things that make me good)					
I love to					
I am celebrating (my,the fact that ,the...)					
(whatever this will feel and look like for you)					
Remembering my skills and talents(natural or learned)					
I am good at					
I am gifted at					
I am great at					

 Gratitude



Today I am grateful for

Doing more of the things that make me feel good

 I love to

 I am celebrating (my / the fact that / the...)

 Remembering my skills and talents (natural or learned)

Testimonials



Brenda Cernat

Wellness Coach and RTT Practitioner



Describing an abstract concept and translating it into tangible visuals can be quite challenging. That was the case until I had the pleasure of working with Erica.

Working with Erica has been a seamless experience. Her patience and dedication to grasp the essence of the explanation make collaboration effortless. Her creative prowess shines through as she presents examples and offers suggestions that align perfectly with the initial concept.

This collaborative dynamic has proven invaluable. It transforms the work into a co-creation process fueled by a team deeply invested in the quality of the output.

Eve Mc Luckie

Eve's Real Estate



Erica has always been my go-to person for support in preparing client contracts. Her excellent eye for detail and quick turnaround time not only make me appear professional but also significantly boost my credibility.

Sarel Visagie

Manager: Higher Education (Previously at OLG)



I highly recommend the professional editing services provided by Erica Fourie for anyone in the higher education sector. Erica has demonstrated an ability to refine the language and layout of various academic documents, ensuring clarity and coherence.

Her attention to detail has notably enhanced the quality of study guides and other academic documents. By addressing language precision and layout consistency, she has helped produce grammatically accurate, visually appealing materials that are easy to navigate.

Her expertise is invaluable for those seeking to raise the standard of their academic content, making it more accessible and effective for students and educators alike. I confidently endorse Erica for her outstanding contribution to the field of academic editing.

Impressed by my work?
Let's discuss how I can help you.
Contact me!



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