

# PORTFOLIO - Sample 3

Original Document	Edited Document (with mark-ups)
Assignment from Professional Editing course at Mount Royal University	<p><b>NOTE TO AUTHOR:</b></p> <p>I will share with you my overall observations that can be used in this and future documents.</p> <ul style="list-style-type: none"> <li>Overall, there is a lack of flow to the document. By moving a couple of sentences or paragraphs, you can create a better flow and easier to read document.</li> <li>The suggestion section could be improved by listing Do's and Do Not's.</li> <li>There are spelling errors and misuse of words which I have corrected.</li> </ul> <p>Thank you for allowing me to edit your letter.</p>
<p>Hello everyone,</p> <p>The bears are back! Below is a letter from the North Shore Black Bear Society to a resident here in Deep Cove concerning a recent bear getting into a garbage container. Please read and share with any of your neighbours.</p> <p>Thanks, DCCA</p> <p>We really appreciate the fact that you are communicating with your neighbours to try to resolve this issue. I will copy our best tips here, and attach our door hanger. If you can share this information also with your community association, we would greatly appreciate it.</p> <p>Regarding banging pots and bear bangers, it can be very difficult to discourage a bear that is actively feeding. Usually they will completely ignore you until they are done. At that point, it can be helpful to talk to the bear loudly in a stern voice (from a safe spot such as an open window or a balcony) to let the bear know that they are not welcome on your property. We actually don't recommend bear bangers as we are concerned about startling bears into traffic or into the path of a pedestrian.</p> <p>However, the most important thing is that there should be no unnatural food sources available to a bear on our properties. As long as there is odorous garbage or organic (food) waste stored outside, the bears will continue to look there for food. Ensuring that all residents store their garbage in a garage or shed, keep the most odorous parts in the freezer until the morning of collection, and take down their bird feeders, is the best way to end the problem. We stress the importance of keeping your garbage and organics bins clean between collection days, and spraying them with a pine scented cleaner such as PineSol to deter the bears.</p>	<p>Hello <del>everyone</del><u>Everyone</u>,</p> <p><b>The bears are back!</b></p> <p><del>Below is a letter from the</del><u>The</u> North Shore Black Bear Society (NSBBS) <del>recently sent a letter</del> to a resident <del>here in</del><u>of</u> Deep Cove concerning a <del>recent</del> bear getting into a garbage container <del>recently</del><u>. A copy of this letter has been provided below.</u> Please read and share with <del>any of</del> your neighbours.</p> <p>Thank <del>you</del><u>s</u>, DCCA</p> <p><u>Thank you for bringing the recent bear sightings in the Deep Cove neighborhoods to the attention of the North Shore Black Bear Society (NSBBS).</u> We <del>really</del> appreciate <del>the fact</del> that you are communicating with your neighbours to <del>try to</del> resolve this issue<del>. To maintain consistent messaging, we are providing</del><u>I will copy</u> our best tips <u>for bear control here</u>, and <u>have attached</u> our <del>d</del><u>Door h</u><u>anger</u> <u>which summarizes bear safety tips</u>. If you can share this information <del>also</del> with your <u>local</u> community association, we would greatly appreciate it.</p> <p><u>Bears are habitual animals and remember where they get food rewards. However, the most</u><u>Therefore, it is extremely important thing is that there should be</u><u>are</u> <u>no unnatural food sources available to a bears on our properties.</u> <u>As long as there</u><u>Under no circumstances</u> is odorous garbage or organic (food) waste <u>to be stored outside, forcing the bears to search elsewhere</u><u>will continue to look there for food. Ensuring that all</u><u>All residents must store their garbage in a garage or shed, and keep the most odorous parts in the freezer until the morning of collection. Bird feeders also attract bears and should be removed,</u> <u>and take down their bird feeders, is the best way to end the problem.</u> We stress the importance of <u>keeping your garbage and organic's bin containers</u> <u>clean</u> between collection days, and <u>spraying them with a pine-scented cleaner such as Pine-Sol to deter the bears.</u></p>

**Commented [RR1]:** I would suggest isolating this one phrase to grab the attention of readers.

**Commented [RR2]:** I would suggest a transition sentence to start the paragraph linking this paragraph to the previous.

**Commented [RR3]:** Try to use active voice whenever possible, this will reinforce the importance of the message

**Commented [RR4]:** Try to use words consistently. Currently the words container, cart and bin are all used interchangeably.

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If your carts or carabiner locks are damaged, please request free cart repairs at [www.DNV.org/repairs](http://www.DNV.org/repairs)  
**Carts should ideally be clean and empty during the week, with waste added only on the morning of collection. Having wildlife attractants on your property contravenes the District of North Vancouver's Solid Waste Bylaw, which provides for significant fines.**

Bears remember where they get food rewards, so here are some suggestions to prevent further issues:

- **wash both carts** to reduce any odours; a vinegar solution works well; a pine-scented cleaner such as PineSol (original scent, not lavender or other scents) may act as a deterrent when sprayed inside, outside and around the carts.
- do not place any **dirty diapers** in the garbage cart until the morning of collection and flush the solids from the diapers.
- put **NO food scraps or unwashed wrappings/containers** in the garbage cart. Freeze odorous wrappings and place in bin on the morning of collection. There should be no attractant in the garbage cart. This is important because the unlocked garbage cart is emptied later in the day on collection day.
- **freeze all meat & fish scraps** until the morning of collection; wrap all other foods in newspaper or paper bags and layer with yard trimmings in the organics cart. Try to keep as many food scraps as possible inside until the morning of collection.
- **Wash your recyclables** in hot soapy water
- if you do not have an **enclosed shed or garage** to store the carts, they can be secured to a structure (post or carport wall) using chains, strong bungee cords or ratchet straps connected to a big ring to prevent them from being tipped (which is how bears typically gain access) or they can be wedged tightly in a corner to make them less accessible. We've seen a lot of success with this method when people keep carts as clean as possible and locked on both sides.
- **Take down all bird feeders**, seed, suet and hummingbird types, and clean up any spilled seed
- **Pick all fruit** from fruit trees and pick up any fruit that has fallen to the ground
- When bears are in the area, it is also imperative that we **not leave doors open** and unattended. Bears may enter if they smell food, and unfortunately, they will often pay for this natural curiosity with their lives.

I hope these hints will help deter future visits (and reduce the mess to clean up).

~~A bear that is actively feeding is very difficult to discourage, we do not recommend Regarding banging pots and/or using bear bangers as this can startle bears into traffic or into the path of a pedestrian., it can be very difficult to discourage a bear that is actively feeding. Usually they will completely ignore you until they are done. We recommend that you -At that point, it can be helpful to talk to the bear in a loudly and in a stern voice (from a safe spot such as an open window or a balcony) to distract the bear and let the bear them know that they are not welcome on your property. We actually don't recommend bear bangers as we are concerned about startling bears into traffic or into the path of a pedestrian.~~

~~However, the most important thing is that there should be no unnatural food sources available to a bear on our properties. As long as there is odorous garbage or organic (food) waste stored outside, the bears will continue to look there for food. Ensuring that all residents store their garbage in a garage or shed, keep the most odorous parts in the freezer until the morning of collection, and take down their bird feeders, is the best way to end the problem. We stress the importance of keeping your garbage and organics bins clean between collection days, and spraying them with a pine scented cleaner such as PineSol to deter the bears.~~

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If your ~~cart~~containers or carabiner locks are damaged, please request free ~~cart~~container repairs at [www.DNV.org/repairs](http://www.DNV.org/repairs)

~~Cart~~Containers should ideally be cleaned and empty during the weekemptied weekly, with waste added only on the morning of collection. Having wildlife attractants on your property ~~contravenes~~violates the District of North Vancouver's Solid Waste Bylaw, which ~~provides for~~may result in significant fines.

~~Bears remember where they get food rewards, so here~~Below are ~~some~~suggestions to prevent attracting bears to your garbage containers further issues:

**DO's**

- ~~wash~~Wash garbageboth ~~cart~~containers to reduce any odours; a vinegar solution works well; a pine-scented cleaner such as PineSol (original scent, not lavender or other scents) may act as a deterrent when sprayed inside, outside and around the ~~cart~~containers.
- ~~Freeze all meat & fish scraps until the morning of collection; wrap all other foods in newspaper or paper bags then layer with yard trimmings in the organic's container. Keep as many food scraps as possible inside until the morning of collection.~~

**Commented [RR5]:** I have made some suggestions on how you could rearrange the sentences of this paragraph to create a better flow. Since this is an important message, use the active voice to project more authority.

**Commented [RR6]:** I suggest moving this paragraph up one level to create a better flow.

**Commented [RR7]:** Because you don't know your audience that well, I suggest use words that are more familiar.

**Commented [RR8]:** Only bold items that you really want to draw attention to and even then, only a word or two.

**Commented [RR9]:** This phrase has been moved and used in the body of the letter.

**Do not expect the bear to be removed and relocated. We live in bear country with many bears around, so if this one were trapped and killed, another would quickly fill in their spot if attractants remain in the community. Bears are opportunistic feeders, and they travel to where there is food.**

Please do know that bears are **calm, peaceful animals** who move through residential areas on a regular basis without incident. It is normal to see bears passing through our neighbourhoods, but we don't want to give them a reason to stay (attractants such as garbage, organics, bird feeders (seed and hummingbird types), fruit trees, odorous items like pet food, diapers, meat fish etc.) **The answer is to not provide any food rewards on our properties.**

If you see the bear again on your property and any kids are inside, go to a safe place (deck/open window) and use a firm tone to tell the bear to leave the area. Bears respond to our tone of voice much better than loud noises (pots and pans, car alarms, banging). Be persistent and consistent with your firm voice. When the bear turns to walk away (they rarely run) change your tone to encouraging, showing the bear they made the right choice. Once the bear realizes there are no attractants on your property and they keep getting a negative experience from you, they will learn to change their route.

Our website has extensive information on the best practices for sharing the North Shore with black bears.

Attached is our Door Hanger for more information about bears and attractants. Please feel free to share it with friends, family, neighbours, your local Facebook group and your Blockwatch captain.

Report all sightings of bears, coyotes, cougars and bobcats to the North Shore Black Bear Society at [www.northshorebears.com](http://www.northshorebears.com). These reports enable the Society to provide information and support to residents, canvass areas, place bear-in-area signs, and post educational messages on social media platforms.

Thank you for working together to solve attractant issues in your area.

- Wash recyclables in hot soapy water.

- Take down all bird feeders, seed, suet and hummingbird types, and clean up any spilled seed from the ground.

- Pick all fruit from fruit trees and pick up any fruit that has fallen to the ground.

#### **DO NOT**

- ~~Do not place any dirty diapers in the garbage cart/container until the morning of collection and flush the solids from the diapers before disposal.~~

- ~~Do not~~ put ~~NO~~ food scraps or unwashed wrappings/containers in the garbage cart/container. Freeze odorous wrappings and place in the bin/container on the morning of collection. ~~There should be no attractant in the garbage cart.~~ This is important because the unlocked garbage cart/container will be emptied later in the day on collection day.

- ~~freeze all meat & fish scraps until the morning of collection; wrap all other foods in newspaper or paper bags and layer with yard trimmings in the organics cart. Try to keep as many food scraps as possible inside until the morning of collection.~~

- ~~Wash your recyclables in hot soapy water~~

- All garbage containers need to be secured either in a shed or garage. If enclosed storage is no available, if you do not have an enclosed shed or garage to store the carts, they can be secured to a structure (post or carport wall) using chains, strong bungee cords or ratchet straps connected to a big ring to prevent them from being tipped over (which is how bears typically gain access) or they can be wedged tightly in a corner to make them less accessible. We've seen a lot of success with this method. This method is highly successful when people keep cart/containers as clean as possible and locked on both sides.

- ~~Take down all bird feeders, seed, suet and hummingbird types, and clean up any spilled seed~~

- ~~Pick all fruit from fruit trees and pick up any fruit that has fallen to the ground~~

- ~~Never~~ When bears are in the area, it is also imperative that we not leave doors open and unattended. Bears have a natural curiosity and may enter if they smell food, posing a risk to occupants and to the bear themselves, and unfortunately, they will often pay for this natural curiosity with their lives.

~~I hope these~~ These tips-hints will help deter future bear visits (and reduce the mess to clean up).

**Do not expect ~~the bear~~bears to be removed and relocated from the area.** We live in bear country and without proactively removing attractants, the removal of one bear will only result in other bears being attracted to with many bears around, so if this one were trapped and killed, another would quickly fill in their spot if attractants remain in the community. Bears are opportunistic feeders, and they will travel to where there is food.

Please ~~do~~ know that in general, bears are calm, peaceful animals who move through residential areas on a regular basis without incident. For this reason, it is normal to see bears passing through our neighbourhoods, but we don't want to give them a reason to stay (attractants such as garbage, organics, bird feeders (seed and hummingbird types), fruit trees, odorous items like pet food, diapers, meat fish etc.) **The answer is to not provide any food rewards on our properties.**

If you see the bear again on your property, secure children and pets indoors, and any kids are inside, go to a safe place and from a safe location (deck/open window), and use a firm tone to tell the bear to leave the area. Bears respond to ~~our~~ tone of voice much better than loud noises (pots and pans, car alarms, banging). Be persistent and consistent with your firm voice until. ~~When~~ the bear turns to walk away (they rarely run), then change your tone to encouraging, showing the bear they made the right choice. Once the bear realizes there are no attractants on your property and they keep getting a negative experience from you, they will learn to change their route.

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Thank you for working together to solve attractant issues in your area.

**Commented [RR10]:** I would suggest emphasizing the need to make sure all children and pets are safe indoors.

**Commented [RR11]:** Words like 'much', 'any' are often just filler words and do not add to the context of the sentence.

## Edited Document (No markups)

Hello Everyone,

### **The bears are back!**

The North Shore Black Bear Society (NSBBS) recently sent a letter to a resident of Deep Cove concerning a bear getting into a garbage container recently. A copy of this letter has been provided below. Please read and share with your neighbours.

Thank you,  
DCCA

Thank you for bringing the recent bear sightings in the Deep Cove neighborhoods to the attention of the North Shore Black Bear Society (NSBBS). We appreciate that you are communicating with your neighbours to resolve this issue. To maintain consistent messaging, we are providing our best tips for bear control and have attached our Door Hanger which summarizes bear safety tips. If you can share this information with your local community association, we would greatly appreciate it.

Bears are habitual animals and remember where they get food rewards. Therefore, it is extremely important that there are no unnatural food sources available to bears on our properties. Under no circumstances is odorous garbage or organic (food) waste to be stored outside, forcing bears to search elsewhere for food. All residents must store their garbage in a garage or shed and keep the most odorous parts in the freezer until the morning of collection. Bird feeders also attract bears and should be removed. We stress the importance of keeping your garbage and organic's containers clean between collection days and spraying them with a pine-scented cleaner such as Pine-Sol to deter the bears.

A bear that is actively feeding is very difficult to discourage, we do not recommend banging pots or using bear bangers as this can startle bears into traffic or into the path of a pedestrian. We recommend that you talk to the bear in a loud and stern voice from a safe spot such as an open window or a balcony to distract the bear and let them know they are not welcome on your property.

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If your containers or carabiner locks are damaged, please request free container repairs at [www.DNV.org/repairs](http://www.DNV.org/repairs)

Containers should be cleaned and emptied weekly, with waste added only on the morning of collection. Having wildlife attractants on your property violates the District of North Vancouver's Solid Waste Bylaw, which may result in significant fines.

Below are suggestions to prevent attracting bears to your garbage containers:

#### **DO's**

- Wash garbage containers to reduce any odours; a vinegar solution works well; a pine-scented cleaner such as Pine-Sol (original scent, not lavender or other scents) may act as a deterrent when sprayed inside, outside and around the containers.
- Freeze all meat & fish scraps until the morning of collection; wrap all other foods in newspaper or paper bags then layer with yard trimmings in the organic's container. Keep as many food scraps as possible inside until the morning of collection.
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- Pick all fruit from fruit trees and pick up any fruit that has fallen to the ground.

#### **DO NOT**

- Do not place dirty diapers in the garbage container until the morning of collection and flush the solids from the diapers before disposal.

- Do not put food scraps or unwashed wrappings/containers in the garbage container. Freeze odorous wrappings and place in the container on the morning of collection. This is important because the unlocked garbage container will be emptied later in the day on collection day.
- All garbage containers need to be secured either in a shed or garage. If enclosed storage is not available, they can be secured to a structure (post or carport wall) using chains, strong bungee cords or ratchet straps connected to a big ring to prevent them from being tipped over) or they can be wedged tightly in a corner to make them less accessible. This method is highly successful when people keep containers clean and locked on both sides.
- Never leave doors open and unattended. Bears have a natural curiosity and may enter if they smell food, posing a risk to occupants and to the bear themselves.

These tips will help deter future bear visits (and reduce the mess to clean up).

**Do not expect bears to be removed and relocated from the area.** We live in bear country and without proactively removing attractants, the removal of one bear will only result in other bears being attracted to the community. Bears are opportunistic feeders and will travel to where there is food.

Please know that in general, bears are calm, peaceful animals who move through residential areas on a regular basis without incident. For this reason, we don't want to give them a reason to stay (attractants such as garbage, organics, bird feeders (seed and hummingbird types), fruit trees, odorous items like pet food, diapers, meat fish etc.) **The answer is to not provide any food rewards on our properties.**

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