

# TEXT CONSULTING

your partner for  
professional writing

pt.



# INTRODUCTION

I offer a range of text consulting services to support the development of effective, professional written communications.

As your partner for professional writing, I am not only concerned with the grammatical and lexical accuracy of your text, but I want your communications to achieve their desired effects and impacts. With a solid understanding of your organisational goals, I am committed to developing effective written materials that help you to convey your message and serve your professional objectives.

# PROOFREADING AND EDITING

When you are formulating a piece of written communication, it can be difficult to know if you have done it correctly. Even if you excel in your language skills, without effectiveness in style or genre you may struggle to achieve the intended purpose of your text.

As a proofreader and editor, I have experience in working with a variety of text types, including funding proposals, project reports, promotional discourse, academic publications and public policy recommendations. I transfer your existing text into effective, high-impact, professional discourse.

# TRANSLATING

While translation has been made 'easier' in recent years with the use of advanced automated translators, the quality of a translation still depends on both a clear and nuanced understanding of the original and an intuitive ability to produce the most accurate and best sounding formulation in the target language. I translate from German to English with these principles in mind.

# COPYWRITING

I provide the opportunity to completely outsource your writing needs to an expert that will assist you throughout the writing process from commencement to completion.

Prior to text development, we will discuss the content outline and key points in your text in order to give it cohesion and direction. I will prepare your entire text in line with appropriate genre conventions and deliver a document with emphasis and impact.

# TYPICAL ASSIGNMENTS

Assignments differ in terms of requirements. The condition of the original text, the technical complexity of the language and the level of detail provided in concept briefs – as well as any specific requirements concerning style guides or other publishing criteria – will determine the nature of the task.

A text consulting assignment will typically address the following points:

- Correcting faulty spelling, grammar, and punctuation.
- Fixing incorrect word usage.
- Eliminating wordiness and inappropriate jargon.
- Improving awkwardness or unnatural sentences.
- Improving cohesion by smoothing transitions between sentences and paragraphs, moving sentences to improve readability where necessary.
- Ensuring that language use is in line with accepted genre conventions and consistent with any relevant style guides.
- Enforcing a consistent style and tone in multi-author manuscripts.
- Creating original content based on a concept brief.



It was a real pleasure to work with Paul. He has an outstanding expertise of in-depth copy editing of EU project proposals and provided excellent and careful guidance for the design of our application. Although we thought to have a clear set of ideas for the content of our text, he improved the strategic outline with perfect formulations and the appropriate style for the call. We were amazed by the product which came out.

**Dr Gabriele Slezak**

Head of Public Relations & Scientific Communication /  
Austrian Foundation for Development Research (ÖFSE)

# TERMS AND CONDITIONS

## One-Off Assignments

For individual assignments, a rate is charged per line (calculated as 100 characters incl. spaces) in the original text. The price depends on the complexity of the requirements:

- Basic proofreading – €40.00 up to 60 lines // €0.60 per additional line.
- Light editing – €50.00 up to 60 lines // €0.75 per additional line.
- Heavy editing – €60.00 up to 60 lines // €0.90 per additional line.
- Translations (DE-EN) – €70 up to 25 lines // €2.50 per additional line.
- Work on CVs / Resumes is charged at a fixed cost of €250.

## Complex Projects // Multiple Texts // Collaborative Documents // Original Copywriting

- For an hourly fee of €60 (charged per 15 minutes). A provisional price is agreed on in advance, which will be adapted according to actual work done (+- 15%).
- Collaborative writing meetings (i.e. working on a text together with you, discussing form, structure, content) are subject to an hourly fee of €60 (charged per 15 minutes).

Prices are all-inclusive. There are no additional charges for transport, materials, etc. As of 2021, no VAT is payable on these services in accordance with small business regulations in Austria (Umsatzsteuerfrei aufgrund der Kleinunternehmerregelung)

## Payment

- Payment for individual assignments is due upon completion (within 5 working days of issuance of an invoice).
- Payment for long-term projects / multiple assignments is subject to agreement on a case-by-case basis.
- All prices are in Euros and must be paid via bank transfer to our bank account in Austria. All bank transfer fees must be borne by the client.

## Non-Disclosure

Confidentiality is taken for granted. Should a non-disclosure arrangement be required, a pre-prepared agreement is available for your convenience.

## Additional Support

In times of heightened demand or for quality control purposes, I reserve the right to collaborate with other professional consultants within my network to ensure the timely delivery of project outputs. Any such collaboration will not constitute a subcontracting arrangement and all deliverables will be finalised by me personally. All cooperation partners are bound by the same quality and confidentiality requirements as described here.

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language  
professional  
services