

righting and *writing*

editing ■ content development ■ editorial management

About us

Professional writing, editing and design services, offered by a team of wordsmiths and creatives. We customise our team to suit your requirements, freeing up your time to focus on your core business.

Project experience

- Business & academic editing
- Content curating
- Business & travel writing
- Managing writing teams
- Social media content & management
- Translations
- Company profiles & annual reports
- Brochures - products & services

Areas of interest

- Small business development
- Entrepreneurship
- Renewable energy studies
- Natural sciences
- Engineering & innovation
- Travel
- Family activities
- Education & child development
- Pharmaceutical & medical

What we can do for you

Project stage

Conception



Services offered

- Template design
- Editorial management:
 - meeting with subject matter experts
 - creating a template of required information
 - timeline management
 - style sheet development

Start



- Editorial management
- Content development:
 - new text
 - marketing collateral
 - brochures
 - websites
 - proposals
 - company profiles
- Document layout
- Graphic design

In process and on completion



- Proofreading: checking spelling and grammar
- Editing:
 - suggesting changes
 - reworking layout
 - improving readability
- Document formatting
- Translation:
 - German
 - French
 - English
 - Afrikaans
- Transcription
- Indexing

Contact us

Tel: +27 21 843 3337 Email: info@rightingandwriting.com Website: www.rightingandwriting.com