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Mr./Ms. Instructor
Address Line 1
City, State ZIP

Re: YWCA Aquatic Center Staff Manual

Dear Mr./Ms. Instructor:

I have reviewed the manual as you requested, for content, organization, visual design and writing style. My focus was to make sure the information would facilitate safety by being clear and unambiguous.

I have attached a detailed Editing Analysis Report of the issues I saw and my recommendations, along with the edited manual and a style sheet.

The two major areas of changes I recommend are in content and organization. The original sections' purposes were unclear to me since there was significant overlap of information across them. There were rules mixed with procedures and guidelines. There was also some missing and conflicting information.

My solution was to restructure the document to make it easy for lifeguards to find the information they need, and to add a table of contents. Aside from the introduction section, I rearranged the material in the following broad categories:

1. General Policies & Guidelines
2. Lifeguard Policies, Procedures & Guidelines
3. Pool Rules
4. Safety Procedures

Since this is an instructional manual to guide employees' behavior and clarity is essential, I used a direct tone with simplified vocabulary and the imperative mood. I used active verbs throughout and made direct referrals to the reader to remove any ambiguity. I also made corrections to grammar and punctuation, and applied consistent formatting to create a clean, professional appearance.

I recommend the following additions to the manual:

- Add an Equipment section to provide important instructions that were missing.
- Add a Forms section with copies of all forms referenced in the manual.
- Add an illustration of the pool area. There are so many references to exits, equipment, and parts of the pool area for which an illustration would be a useful reference.

Thank you for the opportunity to edit this manual for you. If you have any questions about my edits or recommendations, I'd be happy to answer them. I look forward to your feedback once you've had a chance to review the revised manual.

Best regards,
Pat Barry