Matthew Ralph

—

Proofreading Portfolio

www.mattralphthewriter.com/freelance

In this document, you will find screenshots from various proofreading jobs I have done for clients. These screenshots represent a broad range of projects I have worked on in different industries and different styles of document.

In the screenshots, you will see my changes in red (made using the “Track Changes” feature in Microsoft Word) as well as any comments I have inserted into the document.

As you will see, when I’m proofreading, I not only check for spelling and grammar, but I also change sentences to make sure they sound correct in English. I also insert comments with any questions/observations I have for the client.

The names of companies and other sensitive data have been redacted for confidentiality reasons.

I have put each screenshot on a separate page to make it easier to read.

How [redacted] helps Eline sleep better during cancer treatment

Unfortunately, sleep problems are common during or after cancer treatment. This may ~~have~~ be for several ~~several causes~~reasons, such as stress and ~~worrying~~anxiety, but chemotherapy can also cause sleeplessness. And yet, sleep is so important for mental and physical recovery. That's why [redacted] and [redacted] (Twente Foundation Against Cancer) joined forces to start~~ed~~ a pilot to investigate whether the [redacted] Sleep Robot can help (former) cancer patients to sleep better. Eline [redacted] was the first to try out our Sleep Robot through this foundation. And ~~with success~~it was very successful! We are happy to share her story with you here.

In January 2020, Eline was unfortunately diagnosed with metastatic breast cancer. That's also when her sleep problems started. At first it was due to fear and anxiety, but later it was mainly due to the side effects of her medication. In order to get some sleep, she used to take sleeping ~~pills~~tablets, but she didn't like them, and they made her drowsy. So, she was very happy ~~that she could try~~to try out the Sleep Robot.

At first, Eline had to get used to the Sleep Robot. It was hard for her to focus on her breathing, but after 2 to 3 weeks, she was able to ~~surrender~~ get used to the breathing of the robot. Although she is not yet able to fall a~~sleeping~~ immediately, she does feel that ~~it~~ the Sleep Robot brings her peace and that it's ~~is~~ good for her.

Matt Ralph
Formatted: Font: Italic

Matt Ralph
The word "surrender" sounds a bit negative, almost like she was being forced.

➢ **#3 GET ON BOARD**

Your [redacted] journey starts long before your first day in the company! From the interview ~~phasis~~ phase to your first day, we create ~~a fertile groundrich~~ opportunities for ~~our~~ collaboration and we do our best ~~for you~~ to make ~~THE~~ a first good impression with you. ~~Hence,~~This means that onboarding is just the ~~continuity~~ continuation of this familiariszation process. When you start with us, you already know where you stand.

Our HR & aAdministration teams prepare your arrival and make sure you start with all the necessary tools on your first days at the office or ~~at~~ on the client site. With w~~W~~elcome packs, introduction modules, "get to know" sessions, individual or collective onboarding sessions, we ~~remain~~ stay by your side and support you ~~to~~ by creatinge long-lasting bonds. We also offer the opportunity for you to ~~get~~ be partnered a buddy, who will guide you during your first months and help you find your path, both ~~at~~ on the client side and within our organization. They will also help to~~,~~ introduce~~ing~~ you to our teams~~,~~ ~~and~~ as well as our sharing tools & best practices. ~~All along~~Throughout this process, the HR team, and your m~~M~~anager will guide you ~~during~~ through your integration phase.

Matt Ralph
Do you mean the first month (one month), or several months?

How did you compose the music for each island?

The inhabitants of the islands, as well as their surroundings, ~~led my thoughts~~were my main focus ~~while~~ when composing.

Each island is inhabited by one central person which is connected to Miri's past. ~~There is~~ T~~t~~he first island is where you'll find Miri's uncle, the farmer. Then there is Miri's Home Island, where you'll find her sister. There's also an ~~is the~~ island where you'll find the sad lighthouse keeper and so on.

Let's ~~stick to~~focus on the last example. The lighthouse keeper spends most of his time in an old, abandoned tavern being sad and drunk. S~~s~~o, I chose an accordion as the instrument to play a sad theme. The theme is played through an old gramophone. ~~Like this,~~ I want the players to think of the better times before the spores poisoned the people living on the islands and~~,~~ b~~B~~etter times where live music was played ~~live~~ by musicians in the tavern.

Matt Ralph
I'm not sure this is the correct word. Do you mean "sad music"?

The material of the surroundings had an important influence on the music, too. The island of "~~"~~Farjon"~~"~~ is a hostile environment mainly composed of old, crashed metal boats piled on top of each other. ~~There~~On this island, I only used rusty, screechy instruments with metallic components.~~,~~ F~~f~~or ~~instance~~ example, I used an old zither being ~~completely~~ that was completely out of tune, which I bowed and ~~struck~~ hit with different metallic mallets.

Matt Ralph
Not sure I understand what this word means in this context?

On every group of islands, Mo, the protagonist, has to reawaken the sleeping giants ~~in~~ underground ~~levels~~. ~~-~~The surroundings there are made of unknown technology, which is half organic, half artificial. I used synth sounds for the artificial aspect and ~~intervowe~~interwove them with organic sounds like slime and cream.

In general, Anjin, the game designer, asked me not to write typical music for the game. He didn't want an orchestra to play a classical score~~;~~, he was very careful ~~with~~ about avoiding clichés. This made me think of a day I spent with Martin Stig Anderson, the outstanding composer of the game "~~"~~Limbo"~~"~~. In Limbo, the ~~objects~~ instruments featured in the levels are ~~the instruments~~used to that play the music of that level. Anderson treated saws, which were part of the levels, ~~like~~ as if they

Personal Profile

I am a native of the Danish Language and am also fluent in ~~Greek and~~ English and Greek. I am also an excellent communicator~~,~~ and dedicated worker: a reliable and trustworthy professional for your project.

Matt Ralph
I switched these two around, as I feel English is probably more pertinent than Greek (unless you are applying for a job in Greece).

Highlighted Skills

- Transcription
- Proofreading of text
- Subtitling
- Voice-over
- Revision of subtitles
- Translation

KNOWLEDGE ~~IN~~ OF SOFTWARE:

- MemoQ
- Word
- Aegisub
- Excel
- Memsource
- Smartcat
- Adobe Acrobat DC
- Audacity

Key Qualifications:

- Uphold strict confidentiality policies~~y~~ when ~~handeling~~handling personal and diplomatic materials~~.~~
- Time management and multitasking
- 10+ years of experience
- Punctual; regularly meets deadlines
- Highly -organized

Matt Ralph
Do you "regularly" meets deadlines? Or "always"? The word "regularly" makes it sound like sometimes you don't hit deadlines. I would just leave this out and just write "punctual".

My name is [redacted] and I'm the composer for [redacted]. ~~With the release of the soundtrack~~Now that the soundtrack has been released, you ~~now~~ have the chance to listen to the ~~varied~~ various sonic landscapes accompanying you on your journey with Mo, the protagonist of the game. ~~For this,~~ I ~~re~~arranged the music for the soundtrack myself, added in some bonus tracks and ~~put~~ turned ~~them~~ it into an album. I hope you'll ~~hopefully~~ enjoy listening to it.

This isn't ~~not~~ the typical music you'd ~~probably~~ expect from a game like this. It's ~~is~~ filled with unusual colours and it's influenced by a mixture of musical styles, ~~like~~ such as folk, dark ambient, musique concrète and acousmatic music. The look and the feel of the game is also very special. ~~and~~ I tried to mirror that with the music and do justice to ~~that~~ this unique style.

The fate of the characters Mo meets on her journey and the surroundings they live in had a huge influence on the music. When you l~~L~~isten to the music ~~of~~ used in the underground levels, you'll hear that it's full of stuff that is half organic and half artificial. Whereas the rest of the soundtrack is pretty acoustic.~~;~~ ~~here~~ I used dark synthesis~~z~~ed sounds and distorted recordings of whipped cream that I ~~mangled~~ mashed together to ~~underline~~ highlight this half organic, ~~/~~half technical feel.

As Mo's journey ~~grows~~ becomes more difficult, the colours of the music get darker~~,~~ too. ~~-~~While the soundtrack starts off with a pretty bright, warm and almost peaceful tone, it eventually turns into a wild, dark and cold cacophony of metallic screams.

Thank you for buying the game and the soundtrack. Thank you also~~s~~ to [redacted] for making this fantastic game ~~that~~ and I hope you'll enjoy it as much as I ~~did~~do. Please stay tuned for more ~~the~~ new projects ~~of~~ with [redacted] ~~and~~ as well as ~~of~~ [redacted] the publisher of the game. For more information ~~on~~ about the work ~~of~~ me and my sound designer colleague, Christian, work on together, please ~~and I~~ visit [redacted]. Feel free to reach out as~~,~~ I'd love to hear from you! Bye bye!

Is this what it feels like to be alone?

He doesn't know yet that this light in the~~r~~ sky will be the first of many of sightings. This heavenly light would oversee him on his long--life journey, but he doesn't know it yet. One day, when he is old enough to know, he would realize that it's the planet Venus. Tonight, it's just a very special star;~~,~~ his star.

As darkness falls, he finally sees his designation ahead of him;~~,~~ the bright searchlights at the gate to the Acerra Displaced Persons Camp. The camp is a beehive of activity. Trucks and buses are lined up to enter through the checkpoint at the gate. Soldiers run and shout orders here and there. The smell of kerosene is everywhere.

Gio rides up to one of the uniformed armed guards. The guard looks down, sees him, and laughs.
"Well, well. there we are. Another straggler. Come'er boy."
Gio stands the bike with one leg and searches for the letter in his pockets. He remembers the lines that his mother taught him for this.
"Good morning. My name is Giuseppe Lupo.~~,~~" he stutters trying to recall the rest of the memento his mother had helped him memorize. She ~~herself~~ was reading to him -from the note she had made from the advice she got from ~~of~~ the lieutenant. Now it sounded funny coming through Gio's lilting Italian voice.

Matt Ralph
Not sure what this means? Do you mean he props the bike up against his leg? Does the bike not have a kickstand?

Matthew Ralph

—

Proofreading Portfolio

www.mattralphthewriter.com/freelance