

Open Course

Course Title: Proofreading: Getting it Right!

Duration: 1 day

Target Audience: A programme for all staff who have the responsibility to proofread documents and who also need to edit them.

Objectives: At the end of this course participants will be able to:

- Recognise and correct common and grammatical errors often missed when proofreading
- Refresh the key points of grammar, punctuation and spelling
- Edit and mark up documents correctly and clearly
- Strengthen eye muscles and improve concentration using proofreading tests
- Practise proofreading skills learned on the course

Important Notes: In addition to working document exercises throughout the course, participants will do proofreading tests to strengthen their eye muscles and improve concentration.

Course Content:

Welcome and introductions

Course objectives and overview

Why bother with proofreading?

- The importance of quality
- The image portrayed
- Benefits gained

How to proofread

- Methods and tips
- Hot spots" to look out for
- Marking up documents for change
- Editing documents
- Using standard mark up symbols

Recognising and correcting grammatical errors

- Wright or rong exercise
- Identify problems with grammar and punctuation

- Choice of words
- Common spelling errors
- Grammar - using the active voice, sentence length and word order
- Punctuation surgery - commas, semi-colons, apostrophes and other problems

Action session

- How can this be put into practice?
- What needs to be done differently?

Summary and close