

# Proofreading

1 Day

PRO

## OVERVIEW

First impressions count and careless or shoddy written communication will cause readers to doubt the content and professionalism of the document.

It is vital that all forms of written communication in an organisation - informal emails, reports and marketing material - are accurate. Careless proofreading can result in a lack of credibility and considerable cost in rectifying the errors. This course provides practical exercises to increase the accuracy of your participants' writing and improve their proofreading skills. At the end of the course they will leave with a glossary of the common proofreading symbols.

## DESIGNED FOR

Designed for those who need to ensure accuracy when checking and proofreading either their own or others' written communication.

This introductory course is not suitable for professional publishers or copy editors.

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- Proofread documents in three key stages.
- Check that reports, emails and articles have an effective structure.
- Correctly identify common errors in grammar and punctuation.
- Use the common proofreading symbols.
- Perfect writing for professional effect.
- Relax their 'computer screen' eyes using simple exercises.

## TOPICS COVERED

### Why is Proofreading Important?

- Image, cost and accuracy
- The importance of double and triple checking
- Making time and taking a structured approach to proofreading

### The Three Stages

- Scanning the document for sense and a logical layout
- Is it presented well? Are the sentences and paragraphs effective?
- Careful proofreading for accuracy

### Refresh your English Language

- How is your grammar?
- Avoiding the confusion of incorrect punctuation
- Recognising common mistakes
- Consistency and numbering
- Should you rely on spell-check?

### Can you see the Trees for the Wood?

- Skimming
- Foolproof techniques for checking writing

### Marking up Documents

- Legibility – don't turn the paper into a battlefield
- Common proofreading symbols
- Where and when to use symbols

### Action Planning

- Creating your personal action plan for the future