

Introduction to Proofreading is a practical one day course which delivers the proofreading skills needed to identify and correct mistakes so that copy achieves maximum impact. You will learn how to spot and correct the common spelling, grammar and punctuation errors that can ruin good copy.

## Course Information

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Duration:	One day	Location:	London
Cost:	Public course: £325 plus VAT Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit <a href="http://www.lcmj.co.uk">www.lcmj.co.uk</a>

## Key topics

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- The role of the proofreader
- Proofreading and editing
- How to spot mistakes
- Punctuation marks
- Common grammar errors
- Avoiding common pitfalls
- Practical examples and exercises

## Course Outline

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### Introduction

- Functions of a proofreader
- Methods of working
- How to read thoroughly and accurately
- Reading on paper and on screen

### Proofreading and editing marks

- Understanding proofreader's marks and terminology
- Commonly used terms: ens, ems, points, picas
- Different types of proof
- The dangers of relying on grammar or spelling checkers

### Spotting mistakes

- Dealing with tables and complicated pages
- How to read and correct page proofs
- Cutting and making lines
- Keeping a checklist
- Spelling and punctuation tips
- Regularly misspelt words

### Punctuation

- Practical guidelines for punctuation
- Common punctuation errors
- Deviating from the rules

### Grammar

- Avoiding common errors
- Changes in current usage

### Working with the author

- The role of tact

### Avoiding the common pitfalls

- Misspelling headlines
- Wrong telephone numbers or email addresses
- Incorrect prices
- Misplaced headlines or captions

**All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.**