

Proofreading : Introduction

Course Description

This practical one day course delivers the proofreading skills needed to identify and correct mistakes so that copy achieves maximum impact.

You will cover how to read thoroughly and accurately and how to spot and correct the common spelling, grammar and punctuation errors that can ruin good copy.

This course makes extensive use of exercises to build your proofreading skills and confidence.

Pre-Course Requirements

You need no previous proofreading experience to attend this course.

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Pricing & Availability

Course Duration:	One Day
Public Scheduled Course:	£325.00 plus VAT
Public Scheduled Dates:	13-03-2018 at London Bridge 21-03-2018 at London Bridge 11-04-2018 at London Bridge 10-05-2018 at London Bridge 06-06-2018 at London Bridge 03-07-2018 at London Bridge 01-08-2018 at London Bridge 28-08-2018 at London Bridge 26-09-2018 at London Bridge
Private Course:	£545.00 plus VAT for individual tuition. Call for prices for private groups of two or more.
Follow-on Courses:	Not Applicable
Post-Course Support:	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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Introduction

- Functions of a proofreader
- Approaches to proofreading
- How to read thoroughly and accurately
- Proofreading 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
- Keeping a proofreading checklist

Spotting mistakes

- Dealing with tables and complicated pages
- How to read and correct page proofs
- Cutting and making lines

Punctuation

- Punctuation marks defined
- Common punctuation errors
- Deviating from the usual proofreading rules
- Spelling and punctuation tips
- Regularly misspelt words

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

Practical proofreading exercises

Questions and answers