

## **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

<b>Course Duration:</b>	One Day
<b>Public Scheduled Course:</b>	£325.00 plus VAT
<b>Public Scheduled Dates:</b>	18-10-2017 at London Bridge 03-11-2017 at London Bridge 15-11-2017 at London Bridge 13-12-2017 at London Bridge 16-01-2018 at London Bridge 14-02-2018 at London Bridge 13-03-2018 at London Bridge 11-04-2018 at London Bridge
<b>Private Course:</b>	£545.00 plus VAT for individual tuition.  Call for prices for private groups of two or more.
<b>Follow-on Courses:</b>	Not Applicable
<b>Post-Course Support:</b>	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