

Duration: 1 day

Who should attend: Anyone who would like to learn how to proofread effectively

Aims: Through guidance and practice exercises, participants will learn how to improve their proofreading skills, get essential guidance for becoming more confident and thorough in their work, and develop a checklist/style guide to help reduce publication errors.

By the end of this course, delegate will have:

- Learned ways to improve their proofreading skills – what to look for, mistakes writers make, and how to spot mistakes more easily.
- Improved their knowledge of grammar, punctuation and spelling
- Understood the value of a personal checklist and organizational style guide
- Be confident in working with authors, editors and publishers/printers
- Have a clear understanding of the proofreader's role

Topics

- The essential skills and personal qualities of a proof-reader
- How and why do errors creep in
- 10 ways to improve your proofreading skills
- Tips on things to look out for
- Mistakes people make in their grammar and punctuation
- Test your spelling
- Establishing document consistency
- Improve a document's writing style
- Making corrections – on a hard copy, and onscreen
- Tackling those headaches – footnotes, lists, references, etc
- Working with multiple authors