

Proof Reading

Learning Objectives

In the information age of overload, success in business depends on excellent communication and proofreading skills. This 1 day course will take you through a practical approach to proofreading.

Pre-Requisites

This course is aimed at anyone who wishes to improve their proofreading skills for administrative purposes.

Topics:

Introduction to Proofreading

- How does it differ to copy editing?

Getting Started

- What you need
- Other things that help

Style

- What is style?
- Two components of a style sheet

Punctuation

- What is it for?
- Marks and their uses

How to Proofread

- Introduction to Proofread
- Proofreading Symbols

Exercises

- Practice of the technique

Hotkeys