



Proofreading - 1 day

Objectives

The objective of the proof-reader is to use their skill to enhance the readability of published documents. Quite apart from not being professional; spelling, grammatical and type errors distract and confuse readers, reducing their comprehension of the text.

This course will introduce the delegates to the principles of proofreading and provide them with the skills to make their proofreading more effective.

Prerequisites

There are no prerequisites for this course.

The Mechanics of Reading

- Recognition
- Assimilation
- Intra-integration
- Extra-Integration
- Retention
- Recall
- Communication

Editing vs Proofreading

- What is the difference
- Levels of proofreading

Proofreading Tools

- Commonly misspelled word list
- Thesaurus
- The Full English Dictionary
- Corporate Style Sheet
- Editors Brief
- Creating a Checklist

Proofreading Techniques

- Reading alone
- Working in pairs
- Using a tape recorder
- Dry reading

Punctuation and Spelling

- Spotting the spelling mistakes
- The rules of spelling
- Exceptions to the rules
- Differences between verbs and nouns
- Punctuation rules
- The correct use of apostrophes

Effective editing

- How not to offend the writer!
- Using layout to improve readability
- Designing a style sheet
- The anatomy of type

English Grammar

- Grammatical rules
- Using grammar and spelling checkers
- English vs American Grammar
- Modern grammar