

Proofreading and Editing

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 239-16

Duration 2.00 day(s) | 12:00 hours ¹

Website link <https://pmctraining.com/training/proofreading-and-editing/>

Effective Techniques for Flawless Publications

This workshop is designed for those whose job requires them to proofread and edit their own or others' written work. Those new to the skills will gain a working ability to proofread, including knowledge of the marks and techniques. Experienced proofreaders will benefit from this course as a refresher and also from the practice and group commentaries. You'll learn the principles of plain language editing, practice in an enjoyable group environment, and receive immediate feedback on your progress. Through group corrections, individual practice and discussion, you'll come away with the confidence to proof and edit even the most important documents.

Learning outcomes

At the end of this workshop, you will be able to:

- Explain why proofreading and editing are important, and assess the consequences of written error
- Improve your "proofing eye" through practice
- Use the six key proofreading categories
- Use basic proofreading marks
- Avoid common spelling errors, particularly those made due to similarities between English and French wording
- Analyze and improve written content
- Streamline sentence and paragraph structure for clarity and readability
- Eliminate "fillers"
- Improve and energize writing style by eliminating the passive voice

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Workshop topics

Introduction

- How the proofreader's and editor's roles differ
- How to develop a "proofreader's eye"

Six Categories of Errors

- Common spelling errors
- French and English look-alikes
- Pitfalls of homonyms
- Keyboarding
- Punctuation and mechanics
- Format, layout and appearance
- Typeface and fonts
- Grammar
- The four-readings method

Using Proof-reader's Marks

- Marks in the text and margin
- Proofreading numbers

Review of Basic Grammar

- Agreement of singular and plural
- Consistency of verb tenses
- Agreement of modifier with subject
- Congruence of verbs
- Proper use of contractions

Plain Language Editing

- Replacing the passive with the active voice
- Removing fillers: deadwood, redundancy, gobbledegook
- Achieving clarity through brevity
- Placing our most important idea

Structure Analysis

- Improving sentence structure and syntax
- Improving paragraph structure

Overview of Style

- Components of writing style
- Ensuring style does not jeopardize meaning

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone whose job requires them to proofread and edit their own or others' written work.