Proofreading and Editing

Course Summary

Description

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 it 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.

Objectives

At the end of this course, students will be able to:

- Explain why proofreading and editing are important, and assess the consequences of written errors
- 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

Topics

- Introduction
- Six categories of errors
- Using proofreader's marks
- Review of basic grammar
- Plain language editing
- Structure analysis
- Overview of style

Audience

This course is designed for anyone whose job requires them to proofread and edit their own or others' written work.

Prerequisites

There are no prerequisites required for this course.

Duration

One day

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Course Outline

I. Introduction
- A. How the proofreader's and editor's roles differ
- B. How to develop a "proofreader's eye"

II. Six categories of errors
- A. Common spelling errors
- B. French and English look-alikes
- C. Pitfalls of homonyms
- D. Keyboarding
- E. Punctuation and mechanics
- F. Format, layout and appearance
- G. Typeface and fonts
- H. Grammar
- I. The four-readings method

III. Using proofreader's marks
- A. Marks in the text and margin
- B. Proofreading numbers

IV. Review of basic grammar
- A. Agreement of singular and plural
- B. Consistency of verb tenses
- C. Agreement of modifier with subject
- D. Congruence of verbs
- E. Proper use of contractions

V. Plain language editing
- A. Replacing the passive with the active voice
- B. Removing fillers: deadwood, redundancy, gobbledygook
- C. Achieving clarity through brevity
- D. Placing our most important idea

VI. Structure analysis
- A. Improving sentence structure and syntax
- B. Improving paragraph structure

VII. Overview of style
- A. Components of writing style
- B. Ensuring style does not jeopardize meaning

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