



## Learning how to Proofread Course Outline



### Course aims:

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.

### Who should attend:

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

**Duration:** 1 day

<b>Introduction to proofreading</b>	Introduction to course How does proofreading differ from copyediting?
<b>Getting started</b>	What you need? Other things that help
<b>Style</b>	What is style?, Two components of a style sheet
<b>Punctuation/grammar</b>	What is it for? Marks and their uses Business grammar
<b>How to proofread</b>	Introduction to proof reading, proof reading symbols
<b>Exercises</b>	During the day there will be hands-on exercises to perform and mark up using proof reading techniques. For in-house courses delegates can proofread their own documents for errors.