

The wise choice for all your training needs...



Course Outline Proofreading

This one-day course is aimed at those who have a responsibility for Proofreading either their own work or that of others.

An essential skill in today's world where the speed and ease of publication often means that errors can slip through and either cause embarrassment or mean that an entire print run is unusable.

The course shows how humans read information, and uses this understanding to not allow our brains to make assumptions when proofreading and allow errors to slip past us.

It also covers the tools and environment that you should create to get the best results.

The content shown below is for our scheduled course and can be customised to suit your requirements if you are making a company booking, or for us to come to you. Please call to discuss details. All courses are Instructor-Led and Interactive and we like to keep delegate numbers to a maximum of 8 to ensure that all delegates get the most benefit from the course.

Contents

Mechanics of reading

- How we read
- The Tachiscope
- Fixations
- Visual Gulp
- 7 Part Process

Editing VS proofreading

- Definitions
- Levels of Proofreading
- Your comfort
- Environmental factors
- Proofreading tools
- Checklists
- Types of Proofreading

Reading to Proof Read

- Part of the process
- Being tactful
- Tips
- Standard Mark-up symbols

Using proofreaders Marks

- What are they and where to use them

Spotting Spelling Mistakes

- Common errors
- Spelling rules
- Regularly misspelled words

Spelling Rules

- A guide to spelling rules for you to take away

Commonly Misspelled Words

- Common errors for you to take away

Handling Grammar

- Avoiding errors
- Changes in common usage
- Grammar and Spell Checkers

Dealing with Punctuation

- Apostrophe
- Semicolon
- Colon
- Hyphen
- Dash
- Changes in word usage
- Breaking the rules
- Red flags to look for

Designing a Style sheet

- Format – measurements
- Typeface
- Size of type
- Margins
- Spacing – lines and paragraphs
- Tabs and other indents
- Position of headings and sub headings
- Computer file format

Editing for print

- Anatomy of type
- Other elements to check
- The editing process
- Working with the writer
- Benchmark the reader

Concluding Remarks