



4D Group

## Proof Reading Introduction

### Who would benefit?

Every day, organisations produce copy for reports, web sites, mailing letters, advertisements, brochures and leaflets that will be read by a range of people and there can be considerable embarrassment if those materials contain errors. This practical workshop will develop the ability to identify and correct those small, but crucial, mistakes which would otherwise mar a flawless presentation.

### Objective

By the end of this course, delegates will learn about the role of the proof reader, proofreading marks and how to use them. They will learn about typesetting and publishing terminology and be more confident in using correct grammar and punctuation. They will also understand the essence of readability and plain English.

### Content

- **Getting started**
  - Are you a proof-reader or copy editor?
  - What skills are required?
  - What tools are required?
  - What terminology should I know?
- **Brush up on your grammar**
  - A refresher on punctuation and grammar
  - Common mistakes to check for
- **Proofreading efficiently**
  - Reading, scanning and skimming documents
  - Using the proofreading marks
  - Creating/using a style sheet
  - The proofreader's check list
  - Proofreading with MS Word

### Duration

One day