



**Please note that this outline is only intended as a guide and that any event can be customised to suit you.**

*Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.*

**solutions@ttsweb.co.uk**  
**<http://www.ttsweb.co.uk>**  
**tel : (0117) 9022845**

VAT reg No : 691 6021 39

Total Training Solutions  
 South West Ltd is Registered in  
 England, No. 5190199

## **Proofreading and Editorial Skills**

**(1 Day)**

*“We are more likely to be judged on our mistakes than on any world-beating theory or idea that we may expound.”*

### **Benefits**

Powerful and effective written communication is a vital contributor to business success, underpinning every aspect from marketing to people management. However its effect can be severely diminished without careful proofreading and editing skills.

### **Aim**

To enhance your confidence in writing by developing your ability to identify and correct those small, but crucial, mistakes which would otherwise mar your flawless presentation (and reduce its impact).

### **Objectives**

By the end of the training you will be able to...

- Understand the importance of good editing techniques and how and when to apply them
- Consistently spot and correct errors in writing
- Demonstrate the use of the common, internationally recognised, proofreading symbols
- Show the importance of a collaborative proofreading and editing working method

### **Content**

- Using proofreading methods & techniques to spot & correct errors
- Marking a script, using proofreading symbols
- Attitudes to proofreading - understanding your role and the importance of accuracy to the business
- Editing skills - analysing clauses, sentences and paragraphs
- Practical activities in better English grammar and style
- Practical activities in proofreading and marking the script
- How to develop your own in-house style & proofreading culture