TTS Total TRAINING SOLUTIONS

Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Proofreading and Editorial Skills   *(1 day)*

"We are more likely to be judged on our mistakes than on our successes."

Benefits of attending this course…

Written copy underpins every aspect of every organisation, from marketing to people management. However, its effect can be severely diminished if mistakes are allowed to creep in. The purpose of this course is to enhance your writing style by improving your ability to identify and correct those small but crucial errors.

Who is it for?

Anyone who creates or edits written copy.

Objectives

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

- Describe the role of the copy-editor (and the collaborative relationship between them and the author).
- Describe the role of the proofreader (and how it differs from the copy-editor).
- Consistently spot and correct errors in writing.

Content

- ✓ The importance of the proofreading and copy-editing roles to the organisation (and the consequences of not using them).

- ✓ The key differences between proofreading and copy-editing skills.

- ✓ Essential proofreading methods and techniques designed to spot and correct errors.

- ✓ Marking a script using proofreading symbols.

- ✓ Editing skills – analysing clauses, sentences, and paragraphs.

- ✓ Practical activities to develop better grammar and style.

- ✓ How to promote and develop an effective in-house proofreading culture.

- ✓ Optional content (dependent on need)…
  - ▪ Overview of common, internationally recognised, proofreading symbols.
  - ▪ Using MS-Word to track changes and add reviewer's comments.