

## E-learning: Proofreading

### Synopsis

Typos and other grammatical errors in your documents will undermine people's confidence in you as a lawyer.

That's why it's so important to proofread every document before it goes out, whether it's a contract, a letter of advice or just a quick email.

### Duration

1.5 hours distance learning CPD

### Format

You can work through the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

### Delegates

Perfect for anyone working within a law firm who is looking to improve their proofreading skills. From senior lawyers to bid teams, this business course will improve everyone's proofreading abilities.

---

### Outcomes

As a result of this course, you will:

- understand the importance of proofreading
- demonstrate improved proofreading skills
- deal quickly and efficiently with common problems
- produce accurate documents

### Content

1. Identifying the problems for proofreaders
2. Proofreading tips
  - a. Emails
  - b. Long documents
  - c. Checking the numbers
3. PDF download of tips
4. Four test-yourself exercises
5. Final scored exercise