

## E-learning: Proofreading

### Synopsis

Clients pay you for your attention to detail. Grammatical errors, spelling mistakes, inconsistencies – these errors damage your business.

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

Completing this course provides 1.5 hours of PSC Electives

### Format

E-learning

### Delegates

Trainee solicitors

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### 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