

Online PSC Elective - Proofreading

Synopsis

Clients pay for 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.

This course gives trainee solicitors tips and techniques to help them when proofreading. And there are plenty of exercises for them to check how good they are at spotting errors in documents.

Duration

Completing this course provides 1.5 hours of PSC Electives

Format

E-learning

Delegates

Trainee solicitors

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