

PSC Elective – proofreading

Synopsis

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

Writing well and proofreading are separate skills. Our proofreading courses are designed to help trainees establish good habits in the way they check and review written work.

Duration

2 - 3 hours

Format

The course uses quizzes, exercises and case studies to ensure the training is interactive and engaging.

Delegates

This course will benefit all trainee solicitors
Maximum 20 per course

Outcomes

As a result of attending the course, you will be able to:

- understand the importance of proofreading
- demonstrate improved proofreading skills
- deal quickly and efficiently with common problems
- consistently apply a 'house' style
- produce accurate documents

Content

Introduction

- What exactly is proofreading and why does it matter (to the firm and to me)?
- Why is it a difficult skill to put into practice?

Practical techniques to your improve proofreading

- The advantages and limitations of spellcheckers
- Learning to read – for sense and accuracy
- Top 10 tips to improve your proofreading

Common problems and how to solve them

- Getting rid of clutter
- Problem words, problem punctuation
- Grammar myths dispelled

Consistency and control

- Proofreading marks
- Version control
- Do we need a style guide?

Proofreading in practice

- Case studies
- Formulating a guide to best practice
- Session summary – what will you do differently?