

Proofreading

Synopsis

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

This proofreading course is designed to help delegates 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

Paralegals and other support staff
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 study
- Formulating a guide to best practice
- Session summary – what will you do differently?