

Powerful Proofreading Skills

Course Number: AX084-056SG

Days: One Day

Description: Ever send out an embarrassing, costly, typo-filled, business letter? Now, this practical book is here to help. Each section contains exercises and activities that strengthen your proofreading skills and eliminate errors and inaccuracies from your documents.

Topic-Level Outline



Section 1: Proofreading for Error-Free Copy

- What Is Proofreading?
- Setting the StageGetting Started
- Achieving Error-Free Documents
- Proofreading Numbers and Names
- Incorporating Proofreaders Marks
- How to Give Proofreading Feedback to Others

Section 2: Proofreading for Accuracy

- Know Your Grammar Terms
- Proofreading for Grammatical Errors
- Proofreading for Punctuation Errors
- Proofreading for Spelling Errors
- Proofreading for Usage Errors
- Proofreading for Capitalization Errors
- Proofreading for Number Errors

Section 3: Summary

- Proofreader's Post Test
- Create Your Own Proofreader's Library

Section 4: Exercise Answers

- Recommended Reading