

## Proofreading and Editing

This 16-hour writing training workshop gives participants a basic review of the parts of speech and basic sentence patterns. Following this refresher, course participants practice their skills by identifying and correcting the most common grammatical errors. Finally, they apply principles of clarity, conciseness, and style as they edit consultant-provided documents and their own samples.

### Key Objectives

- Review the parts of speech and basic sentence structures
- Identify and correct the most common grammatical errors
- Edit documents for 8 principles of clarity
- Edit documents for 4 principles of conciseness
- Edit documents for an up-to-date, appropriate style
- Practice proofreading techniques to eliminate misspellings, typos, layout inconsistencies, and grammatical errors

### Key Topics

- Five-scan proofreading
- Dangling constructions
- Sentence fragments
- Parallelism
- Pronoun agreement
- Subject-verb agreement
- Tense, mood, voice choices
- Punctuation
- Misused and vague words
- Hyphenation and apostrophes
- Capitalization
- Misplaced modifiers
- Unclear references
- Readability
- Positions of emphasis
- Links to show relationships
- Variety in sentence patterns
- Active, passive, and buried verbs
- Clichés and redundancies

### Who Should Attend

Secretaries, administrative assistants, and others whose jobs include proofreading and editing for clarity, conciseness, style, and appropriate grammatical structure

### Materials/Texts

Participants will receive three books written by Dianna Booher, *E-Writing: 21<sup>st</sup>-Century Tools for Effective Communication* (Simon & Schuster/Pocket Books), *Good Grief, Good Grammar* (Facts on File), and *Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors* (McGraw-Hill). Additionally, they will receive a participant manual of consultant-provided exercises and job-aid cards. Their own documents also will serve as exercises for application of the proofreading techniques and editing principles taught

### Class Size

15-20 participants