

Proofreading

This is a self-paced course with continuous enrollment

\$25.00

Anyone who writes anything, be it a letter or a novel, is by nature a proofreader. In fact, proofreading is an essential part of the written communications process. All written material, from business memos to term papers to bestselling books to printed ads, must be proofread carefully to avoid embarrassing errors. Proofreading is a skill that everyone should master, no matter how little writing you do. This class will show you how to systematically and thoroughly proofread everything from headline copy to book length manuscripts.

For those who are not yet proofreaders, this course will explain the tasks and identify the skills that are needed to perform them. While this course is primarily intended to teach the basic concepts of proofreading methods to those who plan to enter the publishing industry – proofreaders, copy editors, typesetters, graphic artists, writers, and typists – it is equally valuable for teachers and those who critique the written word. In short, it will help anyone who strives to achieve perfect copy and for those who are involved in demanding such perfection from their students.

The course will deal at length with the following Topics:

Lesson 1 – Who Proofreads

Lesson 2 – Ways to Proofread

Lesson 3 – Proofreading Skills

Lesson 4 – Remembering What You Read

Lesson 5 – Understanding the Writer’s Language and Querying Effectively

Lesson 6 - Giving Clear Instructions

Lesson 7 – Working With Type

Lesson 8 – Understanding Printer’s Jargon

Grading Policy

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 – Below

Students have the opportunity to purchase CEU and Course certificates upon successful completion of the course.

This course is worth 1.5 Continuing Education Units (1.5 CEUs)

- A score of 90% and above entitles the student to purchase a **Certificate of Academic Excellence**
- A score of 80-89% entitles the student to purchase a **Certificate of Merit**

- A score of 75% entitles the student to purchase a **Certificate of Appreciation**

Certificates cost \$25 and can be purchased after completion of the course.

Disclaimer

This class is for informational or refresher purposes, not certification. It cannot be substituted for any state, government, licensing, or educational requirements.

Questions? Feel free to contact me prior to enrollment in my class at [**webbycyberclasses@yahoo.com**](mailto:webbycyberclasses@yahoo.com)