

Proofreading professional documents course

The process of creating professional documents doesn't finish when the writing is done. Effective proofreading is the critical final step that ensures the work you send out is clear, consistent and error-free.

The risks of not proofreading (or not doing it well) extend from embarrassing typos that undermine clients' confidence to financial headaches or even legal trouble.

Tailoring training to your organisation

This bespoke, practical workshop will train your team to proofread their documents – or their colleagues' work – effectively, so that everything they send out meets your high standards.

As well as learning the theory, your team will be practising and testing their skills throughout the session. And we'll build the materials using real examples of your content, to ensure every exercise is relevant.

There is a lot of scope to adapt this training to your needs. We can run it as a half-day, focusing purely on proofreading techniques and practice, or extend it to include additional elements, such as going deeper into grammar and punctuation or your house style. You may also choose to include our unique pre-course writing analysis for each attendee.

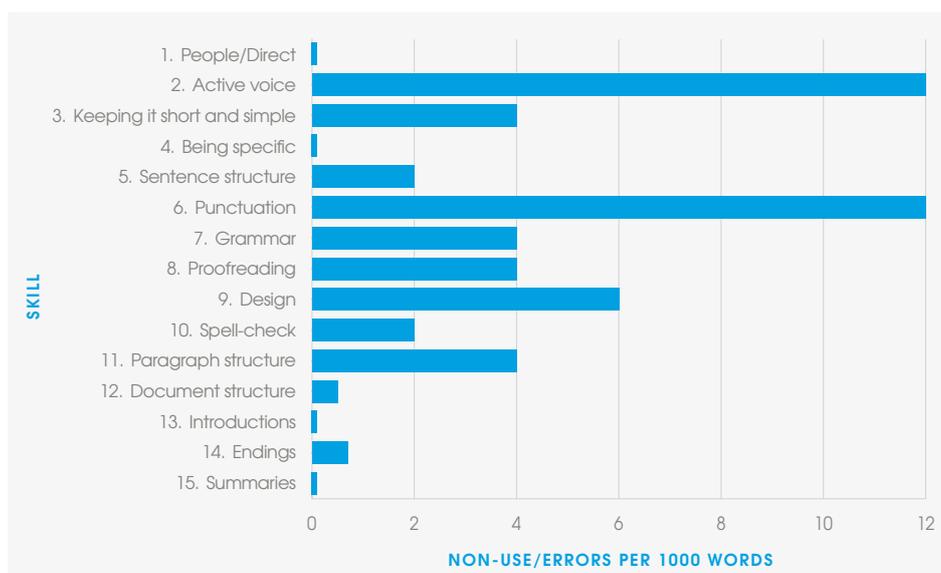
Who is it for?

Our bespoke proofreading courses are ideal for any team who need to check and ensure the quality of their own or their colleagues' documents.

What does the programme include?

We can run face-to-face or online training, whether you opt for a half- or full-day session. We can also adapt the course for shorter or longer sessions as required.

You also have the option of including our unique writing analysis for each participant, to provide them with insights into their writing and proofreading habits.



Targeted feedback: optional individual writing analysis

Here, we will analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually during the course, giving them targeted feedback to help them tackle their problem areas.

Numbers, pricing and venue

We can train any number, including an entire organisation. We train in small groups of no more than ten, to make sure everyone gets the individual attention they need.

Our trainers are based in the UK, the US and Europe, but we train globally – both in-person and remotely.

The cost of the course varies depending on how many people you're looking to train. If you'd like to find out prices for your group size, call us on +44 (0)1273 732 888 or email info@writing-skills.com.

All our courses come with a 30-day money-back guarantee. If you're not completely satisfied, let us know within 30 days of your first face-to-face course and we'll give you a full refund.

Learning objectives

After the training, your team will know how to:

- proofread effectively on hard copy and onscreen
- mark up documents or PDFs to make their corrections clear
- spot typos, autocorrect errors and mistakes in punctuation and grammar
- identify problems with formatting and layout
- check boilerplate text
- ensure consistency of terminology and house style
- flag queries for the writer to ensure content and data are accurate.

A blended approach for lasting learning

Your team will learn a lot on this intensive course. But employing new skills takes time and continued practice. You may also wish to give them a stronger foundation in other areas of writing or editing to complement this training.

So you can choose to combine this session with other interventions to create even better results and lasting change.

You could choose to run a coaching clinic: a follow-up day of one-to-one coaching sessions that reinforce the original course and target any ongoing individual problem areas.

Or you might like to explore further learning days, targeted 90-minute lunch-and-learn seminars, webinars or e-learning.

Contact us to discuss building the blended programme that's best for your team.

Example course programme

Proofreading professional documents

9.00 Introduction

- What proofreading is – and isn't
- What to look for
- Knowing your house style

10.00 Break

- Punctuation and grammar refresher
- Checking your work for:
 - errors
 - style
 - layout and formatting
- Using a consistent technique
- Taking a methodical approach
- Testing your technique

11.15 Break

- Avoiding word-blindness (spotting the 'obvious')
 - Checking boilerplate text
- A common language: using proofreading marks
- Best practice for onscreen proofreading
 - Adapting to onscreen
 - Marking up a PDF
- Putting it into practice
- Proofreading checklist

12.30 Summary and close

Practical learning: ensure clarity, consistency and accuracy in every document