Proofreading professional documents

Course for companies   **Live online**

Who is it for?
Any team who need to check and ensure the quality of their own or their colleagues' documents.

Delivery
We deliver this course live online.

Participant numbers
Four people to your whole organisation. We train in groups of no more than ten, to make sure everyone gets individual attention.

Course length
Flexible – typically one intensive half-day session. We can adapt the course for longer or shorter sessions as required.

Pricing
The cost of the course varies depending on numbers. Please get in touch to talk about your group:
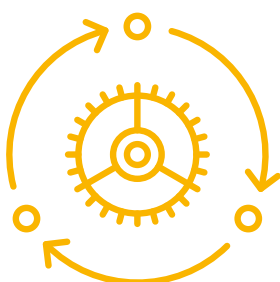
+44 (0)1273 732 888
info@writing-skills.com

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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.

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.

Tailored to your needs

Your course will be unique to your organisation: we'll tailor the materials using real-life examples of your work documents. This means your team will see exactly how to apply everything they learn to what they do every day.

Tailored virtual training that works

Online training is the natural choice in a world where remote working is more widespread than ever.

We've been running remote-learning programmes for over ten years, continually refining our approach in that time. So we've learned how to design online sessions that ensure delegates can learn as effectively as possible.

Group sizes are kept small to guarantee each delegate gets the individual attention they need. And they'll never find themselves sitting passively through a lecture. Live polling, breakout rooms and activities, shared whiteboards and other tools ensure participants have a highly engaging and collaborative experience.

Your team will be able to attend from anywhere. All they each need is a computer, a headset and stable internet access.

After the training, delegates will have a year's access to our business-writing helpdesk. This email and phone helpline provides an extra source of support while they're putting their new skills into practice.

Learning objectives

On this course, your team will learn 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.

What does the programme include?

This course typically runs as an intensive half-day session covering essential proofreading techniques and allowing plenty of time for practice.

However, there is a lot of scope to adapt the training to your needs. You could choose to extend it to a full-day session that also covers broader business-writing skills, grammar and punctuation or your house style.

You can also include our unique individual writing analysis. Here, we 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, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.

Trusted by over 6,000 organisations worldwide, including:

AVIVA   Deloitte.   eDF   HSBC   NHS

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9.00–12.30

Introduction and course overview

What proofreading is – and isn't

Knowing your house style

Punctuation and grammar refresher

What to look for:
- errors
- style
- layout and formatting

Using a consistent technique

Taking a methodical approach

Testing your technique

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

Summary and close

Follow up

Comprehensive e-learning

A year's access to our e-learning programme *The complete business writer*, to build on and reinforce the learning.

Writing analysis and feedback

Individual analysis of delegates' writing plus one-to-one feedback from the expert trainer, showing each person exactly what to do to write with more clarity and impact.

Get in touch to discuss your writing course today

Call: +44 (0)1273 732 888
Email: info@writing-skills.com