

PROOFREADING & COPYEDITING



WHY WOULD YOU TAKE IT?



One of the demanding careers
A Course Loved by learners
Loved by professionals
Designed and Developed by experts

The proofreader and copy-editor are responsible for ensuring that the text of any product that incorporates writing (such as periodicals, newspapers, and books) is error-free and that the texts are engaging and accessible to the readers.



Before a document is ready for publication, submission, or presentation, it must go through proofreading and copyediting.



JOB RESPONSIBILITY

WHAT'S IN THIS COURSE?



It's always a tedious job to go through a piece of writing, only to find a dozen mistakes in them. Correcting them all takes ample time and patience, and it is exceedingly difficult and exasperating to do so.

Knowing these difficulties, we have created a Proofreading & Copyediting course to make your proofreading and copy editing task significantly easier, ensuring you deliver fresh and perfectly written content with no problem at all.

This Proofreading & Copyediting course has been constructed keeping all levels of learners in mind. Coming across constant grammatical errors, misuse of punctuation and inadequate clarity are all frustrating, to say the least.

Therefore, this Proofreading & Copyediting course consists of all the necessities you need to make content checking and proofreading easier. The Proofreading & Copyediting course covers essential topics such as proofreading basics, style guide, proofreading on paper, copy-editing basics, accuracy and fact-checking, etcetera.

With this Proofreading & Copyediting course, not only will you become a master at checking content quickly and efficiently, but you will also become confident in your own writing abilities. Proofreading & Copyediting will significantly boost your overall confidence in your everyday life, and it will positively impact other careers you choose to go into.

Most organisations prefer and prioritise employees with profound knowledge and excellent writing skills, so completing this proofreading and copyediting course will highly benefit you wherever you go!

CURRICULUM BREAKDOWN

Proofreading & Copyediting

Module 01: Proofreading Basics

Module 02: Applying the Style Guide

Module 03: Spelling and Grammar

Module 04: Proofreading on Paper

Module 05: Proofreading On-screen

Module 06: Copy-editing Basics

Module 07: The Use of Language

Module 08: Checking Accuracy and Facts

Module 09: The Beginning and the End

Module 10: Legal Checks

Module 11: Finding Work and Developing Your Career



As a copy-editor or proofreader you'll ensure that material is clear, consistent, complete and credible, and that text is well written, grammatically correct and accessible. You'll take the initial material, or the copy, and make it ready for publication.

CURRICULUM BREAKDOWN

English Grammar Course

Module 1: Introduction to the Course

Module 2: The Basics of Grammar

Module 3: The Basics of Sentence

Module 4: Structure of Sentence

Module 5: Question

Module 6: Punctuation &
Capitalisation

Module 7: Spelling

Module 8: Common Mistakes & Ways
to Improve



Proofreading involves correcting grammatical and spelling errors, while copy-reading involves looking at the work and fixing any problems with style and tone.

Copy-editors usually do fact-checks as well, making sure that everything in the text is accurate and true. Most publications combine both job roles into one position (in which case, they're called copy-editors rather than proofreaders).

REVIEWS:

Anthony Higgins



Amazing course. Learned a lot from this informative course. This well-articulated course helped me a lot to improve my proofreading and copyediting skills. Loved it. Highly Recommended!!

Mark Foster



Only just started the course but the modules I have completed are informative and simple to navigate. Additional courses were included as free extras and this was a nice bonus.

Dean



Excellent One!

Harvey Reid



Amazing experience!!! Worth spending money on it.

Florence Phillips



Made me realise how little I know about proofreading and copyediting. Recommended.