



# Proofreading



## Proofreading

Master your writing & proofreading skill and be an excellent copywriter and proofreader by enrolling on this 8-in-1 Proofreading bundle!

This highly effective proofreading bundle is designed to make you more creative as a copywriter or content writer. Your English skills and excel basic skills will also be improved after completing this proofreading bundle. Here, the marketing tactics to know as a copywriter are extensively covered and the courses in this proofreading bundle are organised in such a way that from a beginner to an expert in the copywriting and proofreading profession will find this proofreading bundle insightful and practical.

Do not delay if you are a genuine learner and want to advance as a professional in this area. Enrol this Proofreading bundle to reach your dream!

CPD accredited Proofreading bundle is the most comprehensive bundle on Proofreading now available online, offered by Skill up to upskill you with core to advanced Proofreading ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Proofreading promising industry.


Sign up for the all-inclusive Proofreading bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

### **Learning Outcomes of this Proofreading Bundle:**

- Understand the fundamentals of proofreading, copy editing, and copywriting.
- Understand the roles and responsibilities of a professional copywriter.
- Learn the secrets of copywriting.
- Gain the ability to work fast and efficiently, and much more!
- Know proficiently about Microsoft office essential skills.
- Gain time management skills as well.

### **Proofreading Bundle Specialities**

- 22 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.

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- You will receive 8 completion certificates upon completing the Proofreading bundle.
  - Internationally recognised Accredited Qualification will boost up your resume.
  - You will learn the researched and proven approach of proofreading adopted by renowned experts.

### **Assessment**

After completing all the modules of the Proofreading bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

### **Certificate**

This Proofreading bundle comes with FREE PDF Certificates, PDF Transcripts, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Proofreading bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium proofreading bundle now!

## **This Proofreading Bundle Consists of the Following Courses:**

- Course 1: Proofreading & Copyediting + Content Creation & Content Marketing
- Course 2: Creative Thinking and Innovation
- Course 3: Speed Reading Mastery - Double Reading Speed
- Course 4: Business Proposal Writing
- Course 5: Complete English Course
- Course 6: Touch Typing Masterclass
- Course 7: Copywriting Secrets
- Course 8: Online Children's Creative Fantasy Story Writing Course

## **Curriculum Breakdown of the Premium Courses:**

### **➤ Proofreading & Copyediting + Content Creation & Content Marketing**

#### **Proofreading & Copyediting**

- Module 1: Proofreading Basics
- Module 2: Applying the Style Guide
- Module 3: Spelling and Grammar
- Module 4: Proofreading on Paper
- Module 5: Proofreading On-Screen
- Module 6: Copy-Editing Basics
- Module 7: Copy-Editing – The Use of Language
- Module 8: Copy-Editing – Checking Accuracy and Facts
- Module 9: Copy-Editing – The Beginning and The End
- Module 10: Copy-Editing – Legal Checks
- Module 11: Finding Work and Developing Your Career

#### **Content Creation & Content Marketing**

- Module 01: Introduction to Content Creation
- Module 02: How to Generate Ideas for Your Content
- Module 03: How to Create High-Impact Content

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- Module 04: Introduction to Content Marketing
  - Module 05: The Benefits of Content Marketing
  - Module 06: Content Marketing Strategy Development
  - Module 07: Search Engine Optimisation
  - Module 08: Measuring the Success of Your Content Marketing

### ➤ **Creative Thinking and Innovation**

- Module 01: What Is Creativity and Innovation?
- Module 02: Developing Right Environment for Creativity
- Module 03: Creativity and Innovation in Business and Fitting Creativity into the Problem-Solving Process
- Module 04: Defining the Problem
- Module 05: Creative Techniques
- Module 06: Encouraging Creativity In A Team

### ➤ **Speed Reading Mastery - Double Reading Speed**

#### **Unit 01: Double Your Speed Reading**

- 1.1 Introduction
- 1.2 Most Important Reading Factor
- 1.3 Five Reasons We Read Slowly
- 1.4 From Beginner to Master Speed Reader
- 1.5 Reading Vs. Drilling

#### **Unit 02: Doubling Speed Reading Action Plan**

- 2.1 The First Technique to Faster Reading
- 2.2 The Second Technique to Faster Reading
- 2.3 The Third Technique to Faster Reading
- 2.4 The Fourth Technique to Faster Reading
- 2.5 Understanding What You Read
- 2.6 What Speed Reading is All About

#### **Unit 03: Tools to Read Faster**

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- 3.1 The Fifth Technique to Faster Reading
  - 3.2 The Drill
  - 3.3 Resources for Faster Reading
  - 3.4 Visual Reading

#### **Unit 04: Master as a Reader and Learner**

- 4.1 Preview You Reading
- 4.2 Varying Reading Speed
- 4.3 How To Learn Anything
- 4.4 Make Anything Interesting while Learning

#### **➤ Business Proposal Writing**

- Module Two: Beginning the Proposal Writing Process
- Module Three: Preparing an Outline
- Module Four: Finding Facts
- Module Five: Writing Skills (I)
- Module Six: Writing Skills (II)
- Module Seven: Writing the Proposal
- Module Eight: Checking for Readability
- Module Nine: Proofreading and Editing
- Module Ten: Adding the Final Touches

#### **➤ Complete English 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



## ➤ **Touch Typing Masterclass**

### **Introduction**

- Promo
- Course Overview
- Resources – Touch Typing Masterclass

### **How to Set up Your Computer**

- Understanding the Keyboard Layout
- How to set up input languages – for Mac
- How to set up input languages – for Windows

### **How to type the letters F and J**

- How to correctly place your fingers on the keyboard
- How to type the letters F and J

### **How to type the letters D and K**

### **How to type the letters S and L**

### **How to type the letter A and ; (semicolon)**

### **How to type the letters E and I**

### **How to type the letters R and U**

### **How to type the letters T and O**

### **How to type CAPITAL letters**

### **How to type the letter C and , (Comma)**

### **How to type the letters G and H**

### **How to type the letters N and V**

### **How to type the letters W and M**



**How to type the letters Q and P**

**How to type the letters B and Y**

**How to type the letters Z and X**

**How to type Colon and Semicolon**

**How to type Full Stop and Comma**

**How to type Question Mark and Exclamation Mark**

**How to type Dash, Parentheses and Quotation Marks**

## **> Copywriting Secrets**

### **Introduction**

- Introduction to the Four Key Elements of Powerful Sales Copy
- What Is Copywriting
- How Simple Techniques Help Create Super-Efficient Copy

### **Copywriting Brief**

- Lesson 1: How to Write a Copywriting Brief
- Worksheet 1: Copywriting Brief

### **Features and Benefits**

- Lesson 2: How to Turn Features into Highly-Desirable Benefits
- Worksheet 2: Features and Benefits

### **Headlines**

- Lesson 3: How to Write Gangbuster Headlines
- Worksheet 3: Headlines

### **Calls to Action**

- Lesson 4: How to Write Irresistible Calls to Action



- Worksheet 4: Calls to Action

### **Wrap-up**

- Lesson 5: Wrap Up Your Sales Copy
- Worksheet 5: Wrap-Up

### **Before You Go**

- Finalise Your Copy with the Checklist

## **➤ Online Children's Creative Fantasy Story Writing Course**

### **Introduction**

- Introduction to Short Story Writing

### **Foreword**

- Who Am I to Run This Course?
- It's All About Mindset
- What Tools Do You Need To Succeed?

### **Part One: Mindset**


- Mental Preparation
- Time Management
- Self Belief
- Goal Setting

### **Part Two: The Basics**

- Subject Matter
- Genre
- Scope
- Getting Ideas

### **Part Three: Construction Time**

- The 7-Step Story Generator

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- Characters & Character Creation
  - Creating Protagonists
  - Character Motivation & Interactions
  - Story & Setting
  - The 5-Point Story Structure
  - Style & Tone
  - Point of View & Tense
  - Plotting & The Twist
  - Building a Short Story Template
  - Building a Short Story Template

### **Introduction to Scrivener**

- All Hail Scrivener!

### **Part Four: Writing Your Story**

- The Opening Paragraph
- Fast Writing
- The Second Draft
- Polishing

### **Part Five: Submitting Your Work 6 Lectures**

- It's All About Presentation
- Dealing With Rejection
- Rights and Payment
- Kindle Publishing
- Conclusion Short Stories
- Assignment – Creative Writing – Fantasy Story Writing