Editing and Proofreading

Everyone makes mistakes. But they can reflect poorly on your organisation's image and on the products or services you provide. How good are your team members at editing and proofreading? Do they know how to ensure that business documents are well-structured and accurate?

In this hands-on course, your teams will develop essential editing and proofreading skills needed to detect errors and improve writing quality. They will gain experience identifying common mistakes and increasing the written accuracy of business documents. These critical skills will enable your organisation to rely on the accuracy of written communications.

Objectives	Benefits
• Increase accuracy and consistency of documents through editing language, layout and formatting	• Participants will enhance their credibility and professionalism through productive, accurate and effective editing and proofreading
• Improve understanding and readability of documents by editing for clarity, conciseness and logical structure	• Stakeholders will be able to trust the editor and proofreader's skills, spend less time reviewing and confidently circulate documents
• Enhance reader engagement through editing for tone and company voice	• Your organisation will be able to rely on the accuracy of documents and project a professional image to stakeholders

- Developing level course: take your skills to the next level
- Experience: strong establishing level skills
- Minimum advanced (C1) level English

Editing and Proofreading - Course outline

Module	Competency
Editing and proofreading essentials • Using effective editing and proofreading strategies • Evaluating editing and proofreading skills and setting personal goals	• Set goals to improve editing and proofreading by analysing practices against effective performance criteria
Editing for completeness and organisation • Improving the completeness of a text using briefs • Editing structure for the text purpose	• Check documents meet briefs and improve their structure to increase understanding
Editing for tone • Using company voice to improve the text • Adjusting voice and tone for different readers	• Understand documents' readership and ensure the text follows company tone and voice
Editing for readability • Reducing redundancy and repetition • Using strategies to improve readability	• Make documents easier to read to increase understanding and engagement
Editing and proofreading for text consistency • Using style guides to ensure consistency • Querying errors and flagging issues	• Use style guides and mark up conventions to ensure documents demonstrate consistency
Editing and proofreading for accuracy • Using language strategies to discover mistakes • Taking advantage of technology	• Find and correct grammar, vocabulary and punctuation errors to ensure documents' language is accurate
Editing and proofreading formatting and layout • Using efficient strategies to find and correct errors • Ensuring documents are consistently formatted	• Edit formatting and layout to ensure documents are consistent
Editing and proofreading mini-clinic • Evaluating editing and proofreading skills against best practice • Setting goals and action planning	• Develop plans to achieve editing and proofreading goals in the workplace by selecting tools and techniques for effective performance