COURSE SYLLABUS

Proofreading Course

Enhance your proofreading skills with practical techniques, checklists, and exercises to ensure error-free documents.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/proofreading



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Course Outline

Module 1: Proofreading Strategies

- Define proofreading and understand its role in the editing process
- Identify essential tools and resources for proofreading
- Learn the multi-step Proofreader's Process for reviewing documents
- Transition from traditional proofreading marks to modern digital editing tools

Module 2: Step One – Clarity and Language

- Explore the legislative history of the Plain Writing Act from 1942 to present
- Identify big-picture issues such as clarity, purpose, and organization
- Apply the Plain Writing Act of 2010 to government documents
- Eliminate wordiness, redundancy, and complex phrasing
- Practice simplifying language and rewriting for plain communication

Module 3: Step Two – Accuracy

- Check data, numbers, lists, and formatting for factual correctness
- Use specific techniques for proofreading charts, addresses, and citations
- Identify inconsistencies and logical errors in content

Module 4: Step Three – Style and Grammar

- Use style manuals and create style sheets for consistency in formatting
- Correct grammar issues related to verbs, voice, modifiers, and parallelism
- Practice applying active voice, strong verbs, and correct subject-verb agreement

Module 5: Step Four – Punctuation, Spelling, and Numbers

- Correct errors in commas, semicolons, apostrophes, and quotation use
- Identify and fix commonly confused words and misspellings
- Apply federal rules for number usage, hyphenation, and capitalization
- Use proofreading checklists and standard proofreading marks