



## Proofreading and Writing Training

Welcome to the Proofreading and Writing Training.

Proofreading helps check and correct any potential mistakes found in the draft products. Proofreaders and writers fulfill this great unsung role of ensuring that their peers' materials are cohesively written and left with as few glaring errors as possible in order to pass the scrutiny of others. Surprisingly, especially in this digital age of mass media and social networks, the proofreader and writer's task has become even more popular than in the age of traditional print. They play an indispensable role in any business.

This one-day training offers a course for learners specifically to meet this constant demand for proof readers and writers in the workplace. We show participants some simple yet effective methods for proofing their work and improving their readability.

## **Course Overview**

You will spend the first part of the session getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### **This workshop will help you teach participants how to:**

- Know the difference before you start reading
- Tricks on how to proofread something that you've written yourself
- Know tips to help you proofread off the computer screen
- How to quickly identify error hot spots in the documents you read
- How to avoiding punctuation pratfalls that doom your writing
- How to use your spell-checker as a tool
- How to eliminate sleep-inducing "passive" writing that seems to go on forever
- The secret to writing effective subject lines that won't get your e-mails deleted like spam
- Eliminate confusion by using the correct proofreading marks each and every time you proof
- Important tips to help you proofread off the computer screen

## **Proofreading Versus Editing: The Critical Difference**

First, participants will know the 3 keys to presentation success. They will also understand your perceptions about giving presentations.

## **Common Proofreading Pitfalls**

This session participants will know the tricks on how to proofread something that you've written yourself or something that you've seen a hundred times before.

## **The Nuts and Bolts of Perfect Proofreading**

In this session, participants will have a quick look at how to perfectly proofread each of these problem areas such as capitalizations and abbreviations, spell-checker oversights, and omissions, transpositions and repetitions.

## **Take Your Proofreading Skills to the Next Level**

Here, participants learn how to quickly identify error hot spots in the documents you read.

### **Avoiding Punctuation Pratfalls That Doom Your Writing**

Participants will learn how to properly use pronouns and make your writing much clearer to the reader.

### **Successful Spelling Strategies**

Her, participants will be taught about the most common spelling mistakes you'll see (and make) when writing.

### **Cultivating Your Personal Style ... Grammatically Speaking**

In this session, participants will learn the difference between Jargon versus slang and when, where and why to use them

### **Structure Guidelines That Make All Your Communications Flow**

Lastly, participants will know the secret to writing effective subject lines that won't get your e-mails deleted like spam.

### **Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

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