



## What you'll study on the Proofreading Course

Subjects will not necessarily be done in the order below.

### **Module One**

Introduction

The basics of proofreading

The qualities of a proofreader

Tools of the trade

The proofreader's working environment

Different peoples' roles in the publication process

### **Module Two**

Style

Punctuation and spelling

Terminology

### **Module Three**

Proofreading techniques - what the proofreader is looking for

Symbols, marks and colours

Reading on screen

Exercises

### **Module Four**

Finding work

Getting paid