



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

• Aimed at:	Potential proofreaders
• Duration:	Flexible - around 3 - 6 months
• Accreditation:	ODLQC / ABCC
• Qualification:	Diploma

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