

Intro to Editing & Proof-Reading Skills

Cleaning, polishing and fine-tuning writing in the workplace

This course is ideal for those who are new to the field of editing – whether you're editing your own writing or the writing of others. It introduces you to the editorial discipline; to the standards that professional copy editors use to make their work quicker, more accurate and more powerful.

This course also presents the tools and techniques you need to polish up the expression of the English language, in line with global best practices. If you're a sub-editor, an editor, an assistant, a content manager, a PR practitioner, a corporate communicator, a marketing person or *anyone* involved in reviewing or improving writing (your own or others'), attend this course.

Course duration:

Workshop (group) format: 1 x full day (08h30-16h00)

Online (private) coaching: approximately 12 weeks

Course outcomes:

1. The roles and responsibilities of the editor
2. The 3 different levels of editing
3. The best practices of plain language
4. Verbs, voice and achieving agreement
5. Common punctuation and technical errors
6. Achieving better sentence structure
7. Identifying and eliminating redundancy
8. The dangers of relying on spell-check
9. Microsoft Readability and Hemingway App
10. Developing a basic style guide

Please note: Final course content may deviate slightly from what's described above.

cell 082 492 1715

e-mail tiffany@tiffanymarkman.co.za

web www.tiffanymarkman.co.za

twitter [@tiffanymarkman](https://twitter.com/tiffanymarkman)