



## PROOFREADING 101

Instructor: Jenne Acevedo

### COURSE OUTLINE

#### Lesson 1: Introduction and Usage

- Intro
- Why Is Proofreading So Important?
- Industry-Standard Reference Materials
- Microsoft Word Track Changes
- Typos
- Inconsistencies
- Formatting
- Usage
- Commonly Misused Words
- Homework and Quiz
- Answer Key

#### Lesson 2: Punctuation

- Commas
- Periods
- Apostrophes
- Quotation Marks
- Ellipses
- Dashes
- Capitalization
- Italics
- Numbers
- Quoting Other Sources (including Scripture)
- Homework and Quiz
- Answer Key

#### Lesson 3: Grammar

- Modifiers
- Pronouns
- Common Grammar Myths

- Dialogue
- Homework and Quiz
- Answer Key

#### **Lesson 4: Spelling**

- Commonly Misspelled Words
- Hyphenation
- Slang
- Sound Words
- Tech Terms
- Closing
- Homework and Quiz
- Answer Key

#### **Course Description**

Proofreading 101 is designed to prepare you to proofread books based on *The Chicago Manual of Style* or to sharpen your proofreading skills as an editor. Some editors wish to proofread to widen their reach, but they need a review of punctuation, usage, grammar, and spelling.

Students will get real-life practice with homework and quizzes designed to test their knowledge. The instructor's feedback and group discussions make this an engaging way to hone your proofreading skills.