



## PROOFREADING 101

Instructor: Joan Yi

### Course Outline

#### Course Description

Proofreading 101 is designed to prepare you to proofread books based on *The Chicago Manual of Style* and to sharpen your proofreading skills as an editor.

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.

#### Lesson One: Introduction

- Why Is Proofreading So Important?
- Reference materials
- Glossary of terms
- Tools and methods
  - Microsoft Word
  - Adobe Acrobat PDF
  - Google Docs
  - PerfectIt
- Checklist
- Tips

#### Lesson Two: Usage

- Types of typos
- Inconsistencies
- Formatting
- Usage
- Commonly misused words

#### Lesson Three: Spelling

- Common misspelled words
- US vs British spelling

- Hyphenation
- Numbers
- Slang
- Sound words
- Tech terms

#### **Lesson Four: Punctuation**

- Commas
- Periods
- Apostrophes
- Quotation Marks
- Ellipses
- Dashes
- Capitalization
- Italics
- Numbers
- Quoting Other Sources (including Scripture)

#### **Lesson Five: Grammar**

- Modifiers
- Pronouns
- Comma splice
- Myths
- Dialogue