



Proofreading a Moving Target

Recommended as a half-day workshop

When you're under time pressure and a document needs to keep moving, what are the best ways to ensure that the vital information is accurate? Learn how to speed up the document preparation process through increasing focused concentration, establishing organization-specific proofreading priorities and using proven tips that will make you a faster and more effective proofreader. (Note: This short workshop does not cover grammar rules.)

Unleashing the Communication Potential of Individuals and Organizations.™