



Perfectly Practical Proofreading Skills

Recommended as a one- to two-day seminar

Are you frustrated when you carefully proofread, yet still miss errors? Do you find your mind wandering when you go back over documents you had hoped were finalized? You can begin to increase your proofreading accuracy and speed by practicing the skills of Perfectly Practical Proofreading. These skills include recognizing the Camouflage Zones where errors often hide; staying alert to details, even in the midst of distractions; developing a proofreading system that works for you and applying tips and tricks that will help you catch mistakes in grammar and usage. Plus, you'll learn how to tactfully deal with co-workers or bosses when they make mistakes or disagree with you on the rules of style.

Participants will learn to:

- ◆ Identify the function needed for the document—to increase efficiency in document processing.
- ◆ Establish a basic style reference.
- ◆ Use precise revision symbols to save time and reduce errors.
- ◆ Maintain consistency in style and in format.
- ◆ Identify both common and personal proofreading pitfalls which must be carefully verified.
- ◆ Maintain focus when proofreading—even when working with distractions and tight deadlines.
- ◆ Apply proven proofreading tips.
- ◆ Detect keyboarding errors—including mis-strokes, omissions and repetitions.
- ◆ Recognize the strengths and weaknesses of spell-check and other software tools.
- ◆ Punctuate properly and know where to find punctuation rules.
- ◆ Use numbers correctly in business correspondence.
- ◆ Understand the correct usage of commonly confused words.

Participants say:

Over the past 2 years, I've gone to many one-day seminars. This was by far the most informative. I really learned a lot.

Class was concise and instructor kept material moving quickly so as to keep class interesting and not boring.

Excellent teacher—wish I had more like her in college!

Gloria actually made proofreading FUN!

Unleashing the Communication Potential of Individuals and Organizations.™