

NEW

Proofreading Workshop

A practical one day workshop to help build your proofreading skills

Aimed at Production Editors, Junior Desk Editors and Editorial Assistants

This new course provides an excellent introduction to proofreading in today's publishing industry. It is suitable for both beginners and those without formal training who are keen to brush up their skills. Using practical exercises throughout, you will gain the core skills and judgement required to identify and correct mistakes, perform changes consistently and produce finished texts to a high standard.

Starting with a traditional workflow, we see how the proofreader's role and working practices have evolved to keep step with today's electronic workflows. We examine the basic principles and processes of proofreading on both paper and screen, looking at the problems associated with different types of texts and the sort of errors proofreaders can expect to encounter.

Delegates will learn proofreading terminology and have the opportunity to practise using the British Standard Institute proofreading symbols. The course also includes useful refresher training on punctuation and looks at typical grammatical errors and common misspellings that can creep through.

Graham Smith has worked for over 25 years in publishing as a publisher, editor, proofreader, writer and trainer. He is now a freelance consultant who carries out editing, project management and writing assignments for a variety of clients, including academic and educational publishers, government agencies and general business organisations.

Graham is an experienced and qualified trainer who delivers courses in writing, editing, proofreading and related skills to publishers and organisations in Europe and the UK. He is an accredited trainer to the European Commission and European Parliament.

- **Basic techniques** – your working conditions • proofreading methods • reading blind or against copy
- **Communication** – BSI proofreading symbols
- **Proofreading in an electronic workflow** – the types of errors to look for
- **A common approach - standardisation & style** – house style • style decisions • when not to change
- **Some typical spelling & grammar problems** – confused words • confused meanings • rules from school – do these still apply? • what is acceptable today.
- **Punctuation refresher** – reminder on when and how to use • full stop • comma • semi-colon • colon • dash • hyphen • apostrophe • quote marks
- **Images, colour & visual issues** – what to look out for here
- **Limiting the effects of changes** – avoiding the need to redesign or repaginate a whole book
- **Proofreading electronic products** – dealing with websites, CD Roms or eBooks
- **A systematic approach** – briefing a proofreader • assessing the task • checklists and processes

IMAGO PUBLISHING LIMITED

Albury Court, Albury, Thame, Oxfordshire OX9 2LP, UK
 Tel: +44 (0)1844 337000 Fax: +44 (0)1844 339935 www.imagogroup.com

Imago Group Offices: Delhi · Hong Kong · Los Angeles · New York · Paris · Shanghai · Shenzhen · Singapore · Sydney
 Registered in England Number 1514483 VAT Number GB 834 8505 15

Time: 9.30am - 5.00pm
 Venue: Imago, Albury Court, Thame, Oxfordshire



INVESTORS IN PEOPLE