

# **Calliste Consulting**

**CVR-nr.:32238262**

## **Proofreading Skills**

# Course Overview

When writing anything important, such as reports, letters, or presentations, it is necessary to check your work thoroughly. This is what is called proofreading.

Good proofreading skills require not only a sharp eye for detail, but a professional and consistent understanding of the language in which you are working. It is an important role which carries a high level of responsibility.

This Proofreading Skills course meets these objectives, and can be customised to suit your precise training needs, in order to deliver the best outputs for your organisation.

# Learning Objectives

- ❑ How to proofread thoroughly, accurately and competently.
- ❑ How to spot mistakes and correct common errors of punctuation, spelling and grammar.
- ❑ How to draft and write documents confidently and professionally.

# Who is it for?

All professionals who are involved in drafting, editing and writing professional documents (reports, tenders and proposals) within their organisations.

## Course Content

- How to include proofreading techniques to strengthen your proofreading skills.
- How to spot common errors that are easily overlooked.
- How to determine if the correct word is used in context.

# Course Content

- ❑ How to correct grammar, spelling, punctuation mistakes.
- ❑ How to focus on your readers and your readers' need.
- ❑ How to analyze the written document for clarity, conciseness and completeness.