

Centre for Continuing Education

Editing and proofreading for the workplace

Bob Bolitho

Dates

Thursday 13 & Friday 14 August
Thursday 12 & Friday 13 November

Time

9am – 4pm

Overview

All written communication can benefit from the services of an editor and a proofreader. This course looks at the skills and tools editors and proofreaders bring to their roles. It offers practical examples of the things editors and proofreaders look for in documents. It also shows how they use house style, style sheets, and proofreading marks and symbols.

Content

Style:

- clarity
- conciseness
- consistency

Document elements:

- preliminary pages
- footnotes, references and cross-references
- tables, diagrams, lists and captions
- bibliography and index

What to look for in editing and proofreading:

- completeness of copy
- deviations from previous copy
- organisation, unity and coherence
- grammar, spelling and punctuation
- capitalisation, acronyms and numbers
- house style
- formatting

Learning objectives and outcomes

As a result of this course, you should know how to:

- edit and proofread your own and other people's work
- use house style and style sheets
- use proofreading marks and symbols
- avoid embarrassing errors in publications.

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Recommended for

All workplace writers and editors wishing to produce high-quality documents that meet readers' expectations on clarity, conciseness, structure, punctuation, grammar and attention to detail.

Short biography

Bob Bolitho has 40 years' experience as an editor. In senior government positions, he was responsible for establishing editorial policy and style and implementing training programs in English language skills. For more than a decade he has combined freelance editing and training, presenting in-house writing courses to business and government in Sydney, Melbourne, Brisbane and Canberra. Bob is co-author of the Collins Dove publication *The Guide to Australian Usage and Punctuation*.