



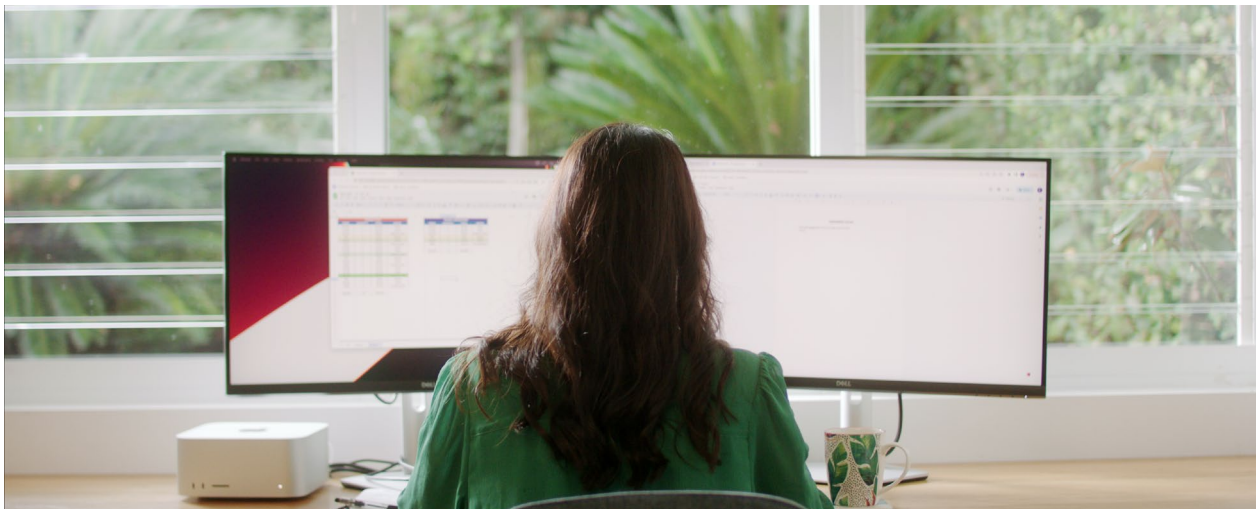
THE UNIVERSITY OF
SYDNEY

A Course in Editing and Proofreading

*Centre for
Continuing Education*



A Course in Editing and Proofreading



This editing and proofreading course will help you sharpen your written communications and improve your ability to sell, lead or inform. Those who write, or oversee the writing of others, need to ensure that the final product is polished, targeted and error-free.

This course teaches the structural editing, copy editing and proofreading techniques needed to turn early drafts into perfect finished products. You will learn to start with the big picture, move down to sentence level and finally use proofreading to ensure the slipperiest of errors are eliminated. This editing and proofreading course also gives you the tools to avoid common grammar pitfalls and punctuate with flair and subtlety.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Suitable for anyone who wants to edit or proofread their own work or that of others. It is suitable for all who edit content, online or in print.

Prerequisites

None



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to give you a thorough grounding in the three-part editing process. It will equip you with the skills you need to turn rough copy into powerful and effective writing.



Outcomes

By the end of this course, you should be able to:

- use structural editing to maximise the effect of any document
- employ the principles of copy editing to produce clear and compelling sentences
- set the right tone for your audience
- use headings and sub-headings to guide the reader through the structure
- correct common grammar, punctuation and spelling errors
- check that appropriate wording has been used at all times
- cut out deadwood, removing unnecessary verbiage
- edit for style, cutting out pompous language and clichés
- edit for consistency, using house styles and style guides
- use proofreading techniques to finalise copy for publication.



Content

Structural or substantive editing

- Focussing on the big picture and your key messages
- Avoiding waffle and getting to the point
- Assessing the content to make sure it flows logically
- Cutting out irrelevant material and filling content gaps
- Ensuring the tone is right for your audience
- Using transitional words and phrases to link paragraphs
- Using headings and sub-heads for maximum effect

Copy editing

- Making sure all sentences have maximum readability and impact
- Correcting grammar, punctuation and spelling
- Picking the right words to do the job
- Cutting out clichés and pompous, overly formal wording
- Getting rid of redundant words and phrases
- Avoiding business buzzwords

Proofreading

- Eradicating stubborn errors and inconsistencies
- Mastering proofreading techniques
- Adapting your reading style for effective proofreading
- Checking all wording against a relevant style guide



“Excellent tutor. Really great, well organised, knows the stuff and a really lovely teaching style. I left with some great new skills I can put to use at work.”

Ariane Pickard

“We had an eminently qualified tutor and the small group setting for this course was perfect. The course was taught in an enjoyable and meaningful way without too much jargon, but at the same time, very practical.”

Leonie Masson



“The tutor was extremely knowledgeable and was able to utilise the extensive experience as an editor and educator to clearly communicate the key concepts and with language use guidelines. My writing will be improved in its ability to communicate to the reader. I am grateful for the knowledge I gained over the course. Now for the hard work in applying this knowledge.”

Isabella Ann Blake



Delivery style

Delivered as a one-day, interactive workshop consisting of an instructor-led lecture, group and individual activities. This training approach allows you to work through concepts introduced by the instructor in an application-focussed teaching environment.

Materials

Course workbooks are distributed electronically. Please print the course workbooks and bring them to class. You will not be able to actively participate throughout the day without a printed version of them.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

Centre for Continuing Education
+61 2 7255 1577

cce.sydney.edu.au

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