

# Administrative Professionals

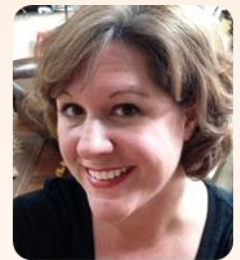
Series 2018

## Proofreading and Editing



This course focuses on how to read for errors in your own work and in other documents.

Proofreading	Copy-Editing
<ul style="list-style-type: none"><li>➤ Spelling: misspelled and commonly confused words</li><li>➤ Capitalization</li><li>➤ Minor grammatical errors</li><li>➤ Typos</li><li>➤ Subject-Verb agreement</li><li>➤ Verb tenses: appropriateness and consistency</li><li>➤ Punctuation<ul style="list-style-type: none"><li>✓ Apostrophes</li><li>✓ Comma splices</li><li>✓ Hyphenation (including word breaks)</li><li>✓ Colons and semicolons</li></ul></li></ul>	<ul style="list-style-type: none"><li>➤ Awkward phrasing</li><li>➤ Repetitiveness</li><li>➤ Style: tone and voice</li><li>➤ Clarity</li><li>➤ Consistency</li><li>➤ Sentence structure<ul style="list-style-type: none"><li>✓ Run-on sentences</li><li>✓ Sentence Fragments</li></ul></li><li>➤ Parallelism</li><li>➤ Paragraph structure</li><li>➤ Transitions</li><li>➤ Syntax (the positioning of words and phrases)</li><li>➤ Word usage (words applied for proper meaning)</li></ul>



**Darci Fortune**



**November 13, 2018**

8:30 A.M.—12:30 P.M.

Plano Municipal Center, Training Room A

Course Code in PeopleSoft: AP3319