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| **CONT 203: Proofreading Standards** |

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| **Module 1: The Professional Proofreader** |  | **Module 4: Judgment** |
| **Focus on the Standards**What is Proofreading?Learning PlanThe Publication ProcessCreate a Glossary**Assess Your Skills**Baseline ProofreadStaying Within the StandardsCulminating Task: Explain “Proofreading” |  | **Preparing for the Next Stages** Effects on Next Stages**Query or Correct Inconsistencies** Query or Correct?Check Facts**Justify Your Changes**Prioritize Changes Deal with Non-Proofreading Errors**Module Culminating Task: Judgment Calls** |
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| **Module 2: Communication** |  | **Module 5: Error Correction, Part 1** |
| **Markup Systems** Practise Markup on PaperPractise Electronic Markup**Convey More Details**How to Share DetailsPractise Sharing Details**Programmers’ Errors and Authors’ Alterations**About Programmers’ Errors and Authors’ AlterationsMark Programmers’ Errors and Authors’ Alterations**Module Culminating Task: Hard Copy and Electronic Markup** |  | **Spelling, Grammar, and Punctuation** **Online quizzes****Check for Completeness** Use a ChecklistCheck for CompletenessConsider Post-Editing Errors**Module Culminating Task: Complete and Correct Content** |
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| **Module 3: Proofreading Practices** |  | **Module 6: Error Correction, Part 2** |
| **Proofreading Strategies** StrategyResourceChoose the Appropriate Strategy **Editorial Style** Learn About Editorial StylePost your thoughts to the discussion board.Share Style ResourcesCreate a Style Sheet **Rounds of Proofreading** Taking PassesPlan Your PassesCheck the Changes**Module Culminating Task: Comparison Proofread** |  | **Typography, Formatting, and Line Breaks**Typography, Formatting, and Line Breaks Typeface, Font and ColourPractice Word Breaks**Consistency and Accuracy**Consider ConsistencyCheck Accuracy**Check Design Specifications**Design Specifications**Module Culminating Task: Typography, Formatting, and** **Design Specs****Course Culminating Task: Demonstrate Your Professional Skills** |
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