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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 Plan  The Publication Process  Create a Glossary  **Assess Your Skills**  Baseline Proofread  Staying Within the Standards  Culminating 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 Paper  Practise Electronic Markup  **Convey More Details**  How to Share Details  Practise Sharing Details  **Programmers’ Errors and Authors’ Alterations**  About Programmers’ Errors and Authors’ Alterations  Mark Programmers’ Errors and Authors’ Alterations  **Module Culminating Task: Hard Copy and Electronic Markup** |  | **Spelling, Grammar, and Punctuation**  **Online quizzes**  **Check for Completeness**  Use a Checklist  Check for Completeness  Consider 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**  Strategy  Resource  Choose the Appropriate Strategy  **Editorial Style**  Learn About Editorial Style  Post your thoughts to the discussion board.  Share Style Resources  Create a Style Sheet  **Rounds of Proofreading**  Taking Passes  Plan Your Passes  Check the Changes  **Module Culminating Task: Comparison Proofread** |  | **Typography, Formatting, and Line Breaks**  Typography, Formatting, and Line Breaks  Typeface, Font and Colour  Practice Word Breaks  **Consistency and Accuracy**  Consider Consistency  Check 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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