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| **CONT 205: How to Copyedit** |

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| Module 1: What is Copyediting?  |  |  Module 4: Discovering Resources |
| Tasks and TopicsIntroductionsWhat Do Copyeditors Do?Standards for CopyeditingCopyediting TermsThe Publishing ProcessFlashcard GameExplain Copyediting |  |  Tasks and TopicsCreate Style ConsistencyStyle Guides and Style Sheets Style Sheet PracticeChoose a DictionaryChoose a Dictionary PracticeDictionary Poll - surveyStyle and Dictionary ResearchCopyediting Assignment |
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| Module 2: Identifying Scope of Work |  | Module 5: Queries and Checklists |
| Tasks and TopicsWorkplace ScenariosScope-of-Work QuestionsScope: Workplace ApplicationCommunicating Your QuestionsWrite Better EmailsScope-of-Work Email Assignment Common Spelling PitfallsSpelling PracticeCommon Capitalization PitfallsCapitalization Practice |  |  Tasks and TopicsUsing Word ToolsWord Tools PracticeWriting QueriesPractice QueryingThe Checklist Pass SystemCreate a ChecklistChecklist PracticeQueries and Checklist Assignment  |
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| Module 3: Evaluating Correctness |  |  Module 6: Bringing It All Together |
| Tasks and TopicsCommon Spelling PitfallsSpelling PracticeCommon Capitalization PitfallsCapitalization PracticeCommon Punctuation PitfallsPunctuation ApplicationPunctuation PracticeCommon Grammar PitfallsGrammar PracticeGrammar and Usage Quiz Grammar DiscussionCommon Accuracy ConcernsAccuracy PracticeBringing Correctness TogetherCorrectness Email Assignment |  |  Tasks and TopicsStep 1: Determine Scope of WorkStep 2: Apply Tools and ResourcesStep 3: CopyeditStep 4: CommunicateStep Five: SubmitReturn to Standards |
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