

Professional Development Program

A practical program of short courses tailored for public sector employees and designed to broaden skills and increase confidence and effectiveness.

Editing and Proofreading

Overview

This course is designed to help public sector employees identify and eliminate some of the most common editing and proof reading errors over two half days.

The first half of the course offers an introduction to the principles, techniques, tips and tricks used in revising and correcting written material. The second half of the course is ideal for those who need to proofread either their own or others' written work

Content

Topics to be covered on Editing include:

- Role of a substantive (structural) editor
- Role of a copyeditor
- Editing and proofreading—what's the difference
- Use of style guides:
 - Published
 - Specific to your organisation
- Style issues, including:
 - Capitals, numbers, abbreviations, contractions, acronyms, initialisms, typography and layout
- Suggestions when editing your own and other people's work
- Other key issues:
 - Libel
 - Copyright
 - Tone and level of language
 - Consistency
- Using a heading hierarchy
- Cross-referencing
- Editing on screen

Topics to be covered on Proof Reading include:

- Role of a proofreader
- Editing and proofreading—what's the difference
- How to proofread
- Proofreading symbols and their use

Learning Outcomes

Participants will be able to:

- Identify and correct common grammatical errors in English
- Select document styles that are effective for their purposes and organisation
- Edit a document using standard proof reading symbols
- Identify and correct commonly misused words

Related Courses

- Writing Skills for Effective Communication in Government

Who Should Attend?

Communications and marketing staff, project officers or policy staff responsible for writing documents for wide audience consumption.

Managers responsible for outputs of documents for wide audience consumptions.

Staff at all levels who want to ensure their own written work is grammatically correct and error free and proofreads work of others.

Pre-requisites or assumptions

No assumption is made that participants will have academic or professional qualifications in this topic area

About IPAA

The Institute of Public Administration Australia (IPAA) is the professional association for employees within the public sector.

IPAA's vision is to be a valued partner in a vibrant South Australian public sector with a mission to influence and build the capability of individuals and agencies in the public sector which contributes to the prosperity of South Australia.

Past Participants

"All aspects were very interesting, extremely useful and thorough"

Course Basics

Two half days

**Wednesday 10 March and
Tuesday 13 April 2010**

8.30am Registration
12.30pm Conclusion
Includes morning tea

Venue: IPAA Training Room
Level 6, 12 Pirie St Adelaide

Fees (including GST):
Individual Member cost: \$377
Corporate Member cost: \$418
Non-Member: \$483

Register at www.sa.ipaa.org.au/Events/ipaaWorkshops.asp