

## **Proofamatics**

### **Who is it for?**

This course is for everyone who produces documents or online communications, and whose work demands accuracy, particularly when writing for an audience.

### **Learning Objectives**

- Techniques to improve proofreading skills to help spot and correct errors
- Strengthen eye muscles, improve concentration and visual memory by using Tach exercises and scanning techniques
- Achieve greater accuracy in e-mails, letters, reports and all documents
- Greater confidence in presenting a professional image in all written communications
- Improve your overall accuracy – course participants average a 35% reduction in proofreading errors

### **Course Content**

- Pre-workshop assessment to measure accuracy and speed
- Learn to proofread for errors rather than read for comprehension
- Work with visual exercises which force the eyes to focus quickly
- Use visual exercises to ensure more efficient concentration
- Use the 3-phase proofreading system and proofreading exercises
- Review grammar, punctuation and capitalisation
- Post-workshop assessment to measure improvement