

**COURSE DESCRIPTION:**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

**LEARNING OUTCOMES:**

In successfully completing this course, students will:

- a. Produce written communications
  - 1) Record and relay necessary information promptly and accurately
  - 2) Apply the rules for capitalization, numbers, abbreviation, word division.
  - 3) Recognize and correctly apply the rules of grammar and usage.
  - 4) Use reference materials to compose and edit text
  - 5) Demonstrate good keyboarding skills
  - 6) Use word processing packages and electronic mail
- b. Prepare keyboarded copy
  - 1) Prepare system for use
  - 2) Determine appropriate format
  - 3) Use appropriate business language
  - 4) Determine appropriate letter style
  - 5) Keyboard business and personal letters
  - 6) Use proofreading symbols
  - 7) Proofread and edit copy of varying lengths, sources, and complexity
  - 8) Keyboard drafts from copy and handwritten material
  - 9) Edit business documents as is appropriate to the work setting
  - 10) Develop acceptable communication skills to produce clear, complete, accurate messages
  - 11) Use message strategies and formats appropriate for professional communication situations
  - 12) Think creatively when making communication decisions

**OUTLINE OF INSTRUCTION:**

- B. Proofreading Interoffice Memos
  - 1) Proofreading for Format
  - 2) Using Language Effectively: Plurals and Possessives
  - 3) Principles and Practice: Plurals
  - 4) Principles and Practice: Possessives
  - 5) Performance Challenge: Proofreading Memos
- C. Proofreading Agendas, Minutes and News Releases
  - 1) Proofreading for Format: Agendas, Minutes and News Releases
  - 2) Using language Effectively: Frequently Confused Words
  - 3) Performance Challenge: Proofreading Agendas

## II. Proofreading Long Business Documents

- A. Proofreading Business Reports
  - 1) Proofreading for Format: Business Reports
  - 2) Using Language Effectively: Subject-Verb Agreement
  - 3) Principles and Practice: Subject-Verb Agreement
  - 4) Performance Challenge: Proofreading Business Reports
- B. Proofreading Front and End Matter of Business Reports
  - 1) Proofreading for Format: Table of Contents, Lists of Figures, and Work-Cited Pages
  - 2) Using Language Effectively: Pronouns and Parallelism
  - 3) Principles and Practice: Pronouns
  - 4) Principles and Practice: Parallelism
  - 5) Performance Challenge: Proofreading Front and End Matter of Business Reports
- C. Proofreading Multi-page Reports
  - 1) Proofreading for Format: Continuation Pages
  - 2) Using Language Effectively: Adjectives and Verbs
  - 3) Principles and Practice: Adjectives
  - 4) Principles and Practice: Verbs
  - 5) Performance Challenge: Proofreading Continuation Pages

## III. Proofreading Labels and Graphics

- A. Proofreading Envelopes and Mailing Labels
  - 1) Proofreading for Format: Envelopes and Mailing Labels
  - 2) Using Language Effectively: Punctuation
  - 3) Principles and Practice: Punctuation
  - 4) Performance Challenge: Proofreading Envelopes and Mailing Labels
- B. Proofreading Tables
  - 1) Proofreading for Format: Tables
  - 2) Using Language Effectively: Capitalization
  - 3) Principles and Practice: Capitalization
  - 4) Performance Challenge: Proofreading Tables
- C. Proofreading Graphics
  - 1) Proofreading for Format: Graphics
  - 2) Using language Effectively: Numbers
  - 3) Principles and Practice: Numbers
  - 4) Performance Challenge: Proofreading Numbers and Graphics

#### IV. Editing Business Documents

##### A. Editing Newsletters

- 1) Editing for Format and Content: Newsletters
- 2) Using Language Effectively: Sentence Structure
- 3) Principles and Practice: Sentence Structure
- 4) Performance Challenge: Editing Newsletters

##### B. Editing Business Letters

- 1) Editing for Format and Content: Business Letters
- 2) Using Language Effectively: Concise Wording
- 3) Principles and Practice: Concise Wording
- 4) Performance Challenge: Editing Business Letters

##### C. Editing Interoffice Memos

- 1) Editing for Format and Content: memos
- 2) Using language Effectively: Details
- 3) Principles and Practice: Details
- 4) Performance Challenge: Editing Memos

#### V. Performance Mastery

### **REQUIRED TEXTBOOKS AND MATERIALS:**

Vjku"y km"dg"cppqwpeg f"kp"encuu0