

DEPARTMENT OF ENGLISH
VALUE ADDED COURSE
COPY EDITING & PROOF READING
17ENGVAC01

Course Coordinator

Bijo N Mathew

Sacred Heart College, Thevara

Copy Editing & Proof reading

Academic Year: 2017-18

Duration: 30 Hrs

Course Outcomes:

- Develop an understanding of the role of the editor in a variety of written genres and publication formats.
- Understand the difference between copyediting and proofreading.
- Identify and correct common errors in grammar, punctuation, spelling, and syntax.
- Restructure and rewrite complex documents for readability, style, substance, and grammatical accuracy.
- Proofread and copy edit works.

Module 1 (15 Hrs)

- Introduction to copyediting
- The job of a copyeditor
- How to create and use a style sheet
- The Use of style sheets and style guides for copyediting
- Finding the appropriate style guides.
- How to Copyedit or proofread a work
- Copyediting practice

Module 2 (15 Hrs)

- Introduction to proof reading
- Job of a proof reader
- Proof readers' marks and how they are used to proofread
- The use of style sheets and style guides for proof reading
- How to proofread
- Proofreading practice
- Copyediting or proofreading as a career



Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013

