DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



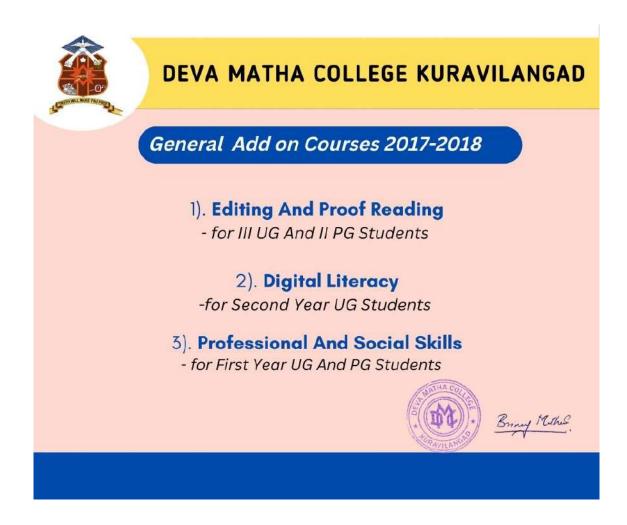
Syllabus

Add-on Course

in

Editing and Proof Reading

Academic Year: 2017-18



This course aims to give you a thorough grounding in the three-part editing process. It will equip you with the skills you need to turn rough copy into powerful and effective writing

Syllabus

Objectives.

- 1. Recognize the benefits of peer editing and proofreading and the similarities between editing and proofreading your work and the work of others.
- 2. Know how to edit and proofread for issues of both mechanics and style.

Module-1

Module 1: Introduction to General Proofreading

This overview will cover who needs a proof-reader, the skills you need to be successful, and the differences between proofreading and editing / copyediting.

Module-II

Proofreading Basics- Types of Errors - Capitalization - Apostrophes -Hyphens - Commas and Semicolons - Quotation Marks - Subject/Verb Agreement - Noun/Pronoun Agreement - Commonly Misused Words - American and British Spelling Variations

Module-III

Editing as an idea-copy editing-h-House Style-punctuation- Quotation& Spelling-Notes and references- Ethics of Editing-Aesthetics of editing

Outcomes

- Understand the use of style sheets and style guides in proofreading and copyediting
- Summarize copyediting or proofreading career opportunities.
- Demonstrate basic proofreading skills.

(10Hour)

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(10Hour)

(10Hour)

Mode of Evaluation

Test & Assignment

Grading: A+ :>=80%

- A :>=70% to <80%
- B :>=60% to <70%
- C :>=50% to <60%
- D :>=40% to <50%

RESOURCE PERSONS

DR. CIBY KURIAN DR. BRINCY MATHEW DR. JOBIN JOSE MR. BENNY JOSEPH KOCHERRY MR. HARIKRISHNAN P



Amit lather

Principal Deva Matha College Kuravilangad - 686 633