

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Syllabus

Add-on Course

in

Editing and Proof Reading

Academic Year: 2017-18



DEVA MATHA COLLEGE KURAVILANGAD

General Add on Courses 2017-2018

1). **Editing And Proof Reading**

- for III UG And II PG Students

2). **Digital Literacy**

-for Second Year UG Students

3). **Professional And Social Skills**

- for First Year UG And PG Students



Bruny Mathur

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

(10Hour)

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

(10Hour)

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

(10Hour)

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.

Mode of Evaluation

Test & Assignment

Grading: A+ $\geq 80\%$

A $\geq 70\%$ to $< 80\%$

B $\geq 60\%$ to $< 70\%$

C $\geq 50\%$ to $< 60\%$

D $\geq 40\%$ to $< 50\%$

RESOURCE PERSONS

DR. CIBY KURIAN

DR. BRINCY MATHEW

DR. JOBIN JOSE

MR. BENNY JOSEPH KOCHERRY

MR. HARIKRISHNAN P



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