UNIVERSITI TEKNOLOGI MARA

ELS204: PROOFREADING AND EDITING I

Course Name (English)	PROOFREADING AND EDITING I APPROVED
Course Code	ELS204

MQF Credit	3

Course Description	This course aims to introduce an overview of proofreading and editing skills. Besides that, students will be equipped with basic techniques needed to identify and make corrections for proofreading and editing. From the skills learnt, students are able to apply the techniques and skills in editing work-related texts thus allowing them to become editors.

Transferable Skills	Ability to use language rules and features to be able to perfom and demonstrate effective written communication.

Teaching Methodologies	Lectures, Simulation Activity, Peer Practice, Collaborative Learning

CLO	CLO1 Use language rules and features in proofreading and editing.
	CLO2 Perform proofreading and editing of written texts from various genres.
	CLO3 Demonstrate effective written communication in proofread and edited texts from various genres.

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Proofreading & Editing
1.1) What is proofreading
1.2) What is editing
1.3) Distinguishing proofreading from editing
1.4) Understand the importance of proofreading
2. Proofreading Technique
2.1) Preparations to proofread
2.2) Proofreading sequence
2.3) Examine common error-prone areas of a document
2.4) Application of proofreading sequence
3. Editing Symbols
3.1) Introduction to editing symbols
3.2) Definition of the editing symbols
3.3) How to make the symbols
3.4) Placement of the symbols
4. Proofreading for Capitalization, Word Division & Numbering style
4.1) Importance of capitalization
4.2) Correct usage of capitalization & Italics
4.3) Numbering styles;Numbers as words & numbers as numerals
5. Proofreading for Punctuation
5.1) Importance of punctuation
5.2) Basic punctuation rules
5.3) Comma
5.4) Colon
5.5) semi colon
5.6) Apostrophes
5.7) Parenthesis
5.8) Dashes
5.9) Quotation marks

6. Grammar and sentence structure
6.1) Grammar components
6.2) Subject-Verb Agreement
6.3) Noun-Pronoun Agreement
6.4) Sentence structure
6.5) Sentence Construction Errors
6.6) Sentence Construction error correction

7. Writing
7.1) Writing Sentences
7.2) Shaping paragraphs
7.3) Using transitions
7.4) Establishing writing styles
7.5) Using modifiers
7.6) Sentence fragments
7.7) Run-on & Comma Splices

8. Computer skills for editing and proofreading
8.1) Identifying keyboarding errors
8.2) Identifying spelling errors and word usage
8.3) Edit
8.4) proofreading software and application
8.5) Comment
8.6) Viewing or concealing edits
8.7) Accepting or rejecting edits

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Case Study	Written Report (Individual)	25%	CLO3
	Case Study	Written report (Group)	25%	CLO3
	Writing Test	Test	10%	CLO1
	Written Report	Group	10%	CLO2
	Written Report	Individual	30%	CLO2

Reading List	Recommended Text	Gerson, S.J & Gerson, S. M 2013, *Technical Communication;Process and Product*, 8th Ed., Pearson Education Limited United States of America
	Reference Book Resources	Pagel, L.G & Nortstrom, B 2011, *Proofreading and editing precision*, Cengage Learning Ohio
		Amy Einsohn 2011, *The Copyeditor's Handbook*, Univ of California Press [ISBN: 9780520271562]
		Laura Anderson 2005, *McGraw-Hill's Proofreading Handbook*, McGraw-Hill Education [ISBN: 9780071457644]
		Larry G. Pagel 2011, *Proofreading & Editing Precision*, Cengage Learning [ISBN: 9780538450461]
		Alfred, G.J.,Brusaw, C.T.&Oliu, E.W 2012, *Handbook of technical writing*, 10th Ed., Bedford St Martin's New York
		Carroll, B 2014, *Writing and editing for digital media*, 2nd Ed., Routledge New York
		Clark, J.L & Clark, L. 2013, *Workbook*, Cengage Learning Ohio
		Critchley, W. 2013, *The Pocket book of proofreading:A guide to freelance proofreading & copy-editing*, First English Books Sussex
		Einsohn, A. 2011, *The copyeditor's handbook: A guide for book publishing and corporate communications*, University of California Press Berkeley
		Lane, J.& Lange,E. 2011, *Writing clearly:Grammar for editing*, 3rd Ed., Hienle Cengage Learning United States of America
		Kaplan, B 2012, *Editing made easy:simple rules for effective writing*, Upper Access Inc. Vermont
		Kathy Ide 2014, *Proofreading Secrets of Best-Selling Authors*, Lighthouse Publishing of the Carolinas USA [ISBN: 9781938499340]
		Lester, M. & Beason, L 2012, *The McGraw Hill handbook of English Grammar and usage*, 2nd Ed., McGraw Hill New York
		Norton,S. 2011, *Developmental editing: A handbook for freelancers, authors and publishers*, The University of Chicago Press Chicago
		K. M. Weiland 2013, *Structuring Your Novel*, Lightning Source Incorporated [ISBN: 9780985780401]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	