



UNIVERSITI TEKNOLOGI MARA

ELS253: PROOFREADING AND EDITING II

Course Name (English)	PROOFREADING AND EDITING II APPROVED
Course Code	ELS253
MQF Credit	3
Course Description	This course aims to improve students' understanding and application of techniques and skills in proofreading and editing. This is achieved by providing students with practical information that can be applied in professional communication. This course enhances students' ability to proofread and edit effectively in English so that the students are able to become proofreaders and editors.
Transferable Skills	Ability to practice Information Retrieval and Management skill, Autonomous Learning, Managerial skill, and Entrepreneurial Mind.
Teaching Methodologies	Lectures, Simulation Activity, Peer Practice, Collaborative Learning
CLO	<p>CLO1 Evaluate proofread and edited written texts from various genres in assisting to provide scientific and practical solutions to English communication practices.</p> <p>CLO2 Demonstrate autonomous learning along with retrieving and managing information in evaluating proofread and edited written texts from various genres.</p> <p>CLO3 Display good managerial skills and entrepreneurial mindset in evaluating proofread and edited written texts from various genres,</p>
Pre-Requisite Courses	No course recommendations
Topics	
<p>1. Review of grammar and sentence structure</p> <p>1.1) Review grammar components 1.2) Subject-Verb Agreement 1.3) Noun-Pronoun Agreement 1.4) Sentence structure 1.5) Sentence Construction Errors 1.6) Sentence Construction error correction</p>	
<p>2. Review of Fragments, Run-ons & Comma Splices</p> <p>2.1) Sentence fragments 2.2) Types of Fragments 2.3) Fragment error correction 2.4) Run-ons & Comma Splices 2.5) Methods to eliminate run-ons 2.6) Run-ons error correction</p>	
<p>3. Proofreading for Formatting</p> <p>3.1) Business Letters 3.2) inter office Memos 3.3) agendas & Minutes 3.4) Business reports 3.5) Labels & Graphics</p>	
<p>4. Proofreading for Accuracy & Consistency</p> <p>4.1) Definition of accuracy & consistency 4.2) Identifying inconsistencies 4.3) Correcting inconsistencies</p>	

5. Editing for Content

- 5.1) Edit for clarity, conciseness & completeness
- 5.2) Edit for language use
- 5.3) Edit business documents

6. Citation

- 6.1) APA Style Formatting

Assessment Breakdown		%	
Continuous Assessment		100.00%	

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	Presentation	20%	CLO1
	Written Report	Field work	20%	CLO2
	Written Report	Group project	20%	CLO3
	Written Report	Individual	40%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> Larry G. Pagel 2011, <i>Proofreading & Editing Precision</i>, Cengage Learning [ISBN: 9780538450461]
	Reference Book Resources	<ul style="list-style-type: none"> Laura Anderson 2005, <i>McGraw-Hill's Proofreading Handbook</i>, McGraw-Hill Education [ISBN: 9780071457644] Einsohn, A. 2011, <i>The copyeditor's Handbook: A guide for book publishing and corporate communications</i>, 3rd Ed., University of California Press Berkeley Sullivan, K.D, Eggleston, M. 2006, <i>Desk reference for Editors, Writers and Proofreaders</i>, McGraw Hill New York Charles Lipson 2011, <i>A Quick Guide to Citation Styles, MLA, APA, Chicago, The Sciences, Professions, And More, Cite Right</i> 2nd Ed., Chicago Guides to Writing, Editing and Publishing Chicago Lane, Janet & Ellen Lange 2011, <i>Writing Clearly: Grammar for Editing</i>, 3rd Ed., Heinle ELT Boston Christopher Downing 2017, <i>Fool Proof Outline: A No-Nonsense System for Productive Brainstorming, Outlining, & Drafting Novels: Fool Proof Writer, Book 1</i>, Kindle Ed.

Article/Paper List	This Course does not have any article/paper resources
Other References	<ul style="list-style-type: none"> Website Brenner, Erin 2014, <i>Avoiding Editing Paralysis</i> http://www.copyediting.com#sthash.shQQ3Ms9.dpuf Website Copyright Claims in Architectural Works 2010, <i>What constitutes "Publication" of a building is a very interesting question</i> http://www.copyright.gov/circ41.pdf.