

Editing and Proofreading for Academic Purposes – Outline for one-day workshop

Overview

Finding mistakes, clunky syntax or inconsistencies in a thesis, paper or article after it has been submitted is the stuff of nightmares. The ability to edit and proofread your own work is an essential skill for anyone writing in an academic setting.

This highly practical workshop aims to build participants' skills so that you feel confident in your own ability to identify and correct errors – and to make your writing stronger and more effective. It also provides you with strategies and checklists to help you to edit and proofread more quickly and efficiently. Practical exercises will be based on a range of academic materials – including your own.

Content

Topics covered include:

- What is editing and proofreading? How are they different?
- Setting standards: looking at best practice in different fields
- How to create strong documents using effective language and layout including:
 - Structure, flow and linking words
 - Active vs. passive voice
 - Correct grammar for clarity (tenses, word order, etc.)
 - Sentences and paragraphs (topic sentences etc.)
 - Visual appearance and navigation (headings, lists, visuals)
- Common errors in punctuation, grammar and syntax
- Editing an abstract
- Benefits of a style guide
- How to give constructive feedback to colleagues (optional)
- Editing strategies and checklist
- Proofreading tips and proofreaders' marks
- Practice (based on authentic material submitted by participants)

Results

On successful completion of this workshop, participants will:

- Understand how to ensure their thesis is clear, correct and readable
- Have the skills to ensure their thesis will:
 - Communicate information effectively
 - Display a consistent and professional style
 - Look accessible and easy to read
 - Contain no errors of grammar, punctuation etc.
- Receive useful resources, including editing/proofreading checklists

Contact

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